

Draft 2014 Annual Action Plan

Housing and Community Development Department

Neal Rackleff, Director

July 1, 2014 - June 30, 2015



DRAFT 2014 ANNUAL ACTION PLAN



CITY OF HOUSTON

ANNISE D. PARKER, MAYOR

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

NEAL RACKLEFF, DIRECTOR

DRAFT

MAYOR

Annise D. Parker

CITY OF HOUSTON

CITY COUNCIL

Brenda Stardig	District A
Jerry Davis	District B
Ellen Cohen	District C
Dwight A. Boykins	District D
Dave Martin	District E
Richard Nguyen	District F
Oliver Pennington	District G
Edward Gonzalez	District H
Robert Gallegos	District I
Michael H. Laster	District J
Larry Green	District K
Stephen C. Costello	At Large Position Number 1
David Robinson	At Large Position Number 2
Michael Kubosh	At Large Position Number 3
C.O. "Brad" Bradford	At Large Position Number 4
Jack Christie	At Large Position Number 5

CONTROLLER

Ronald C. Green

Table of Contents

EXECUTIVE SUMMARY	1
ES-05 EXECUTIVE SUMMARY	1
PR-05 LEAD & RESPONSIBLE AGENCIES	6
AP-10 CONSULTATION	7
AP-12 PARTICIPATION	14
EXPECTED RESOURCES	18
AP-15 EXPECTED RESOURCES	18
ANNUAL GOALS AND OBJECTIVES	23
AP-20 ANNUAL GOALS AND OBJECTIVES	23
PROJECTS	26
AP-38 PROJECT SUMMARY	26
AP-35 PROJECTS	28
AP-50 GEOGRAPHIC DISTRIBUTION	30
AFFORDABLE HOUSING	32
AP-55 AFFORDABLE HOUSING	32
AP-60 PUBLIC HOUSING	33
AP-65 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES	36
AP-70 HOPWA GOALS	42
AP-75 BARRIERS TO AFFORDABLE HOUSING	43
AP-85 OTHER ACTIONS	46
PROGRAM SPECIFIC REQUIREMENTS	52
AP-90 PROGRAM SPECIFIC REQUIREMENTS	52
APPENDICES	59
APPENDIX # 1: ADDITIONAL IDIS INFORMATION	60
APPENDIX # 2: AFFIRMATIVELY FURTHER FAIR HOUSING	76
APPENDIX # 3: MAPS	82
APPENDIX # 4: GRANT APPLICATIONS – SF-424S	97
APPENDIX # 5: CERTIFICATIONS	120
APPENDIX # 6: ESG GUIDELINES	130
APPENDIX # 7: LANGUAGE ASSISTANCE PLAN	155
APPENDIX # 8: PUBLIC HEARING NOTICES	177
APPENDIX # 9: PUBLIC COMMENT SUMMARY	183
APPENDIX # 10: WRITTEN COMMENTS AND RESPONSES	185

List of Tables

Table 1 – Responsible Agencies.....	6
Table 2 – Agencies, groups, organizations who participated	10
Table 3 – Other local / regional / federal planning efforts.....	12
Table 4 – Citizen Participation Outreach.....	15
Table 5 - Expected Resources – Priority Table.....	18
Table 6 – Goals Summary	23
Table 7 – Project Summary.....	26
Table 8 – Project Information	28
Table 9 - Geographic Distribution	30
Table 10 - One Year Goals for Affordable Housing by Support Requirement.....	32
Table 11 - One Year Goals for Affordable Housing by Support Type	32
Table 12 - HOPWA Goals	42
Table 13 – CDBG Program Income	52
Table 14 – CDBG Requirements	52

2014 Draft Annual Action Plan

Executive Summary

ES-05 Executive Summary

1. Introduction

Overview. The 2014 Annual Action Plan (Plan) represents the fifth and final year of the 2010-2014 Consolidated Plan approved by the U. S. Department of Housing and Urban Development (HUD) on July 13, 2010. This Plan is the City of Houston (City) Housing and Community Development Department's (HCDD) official application for HUD entitlement grants and proposes programs and services to be funded during the City's Fiscal Year (FY) 2015/ HCDD's Program Year (PY) 2014 (July 1, 2014 - June 30, 2015). There are four sources of federal program funds in this application

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Program (HOME)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Emergency Solutions Grant (ESG)

HCDD's primary objectives are to increase the availability/accessibility, affordability, and sustainability of decent housing, suitable living environments, and economic opportunity for low- and moderate-income Houstonians. The 2010-2014 Consolidated Plan funding priorities are divided into four categories designed to benefit low- and moderate-income Houstonians

- Affordable housing
- Supportive services
- Public improvements and infrastructure
- Economic development

The goals established during the 2010-2014 Consolidated Planning period are to

- Develop and maintain an adequate supply of safe, decent housing that is affordable and accessible to low- and moderate-income households
- Expand sustainable homeownership opportunities for low- and moderate-income families
- Reduce chronic and family homelessness
- Ensure that city residents with long-term support needs have access to appropriate services and accessible community housing options
- Ensure full and fair access to housing for all residents
- Enhance the economic well-being of the City while ensuring that economic growth is compatible with the community

Priorities and goals from the 2010-2014 Consolidated Plan align directly with Mayor Annise Parker's primary initiatives which include: Eliminate Chronic Homelessness, Revitalize Communities, Foster Community Economic Development and Enhance the Quality of Life.

Importance of Action Plan. In the Annual Action Plan, HCDD provides a concise summary of specific actions that will take place during the program year to address the priority needs and goals identified in the Consolidated Plan.

The 2014 Annual Action Plan

- Reports on the intended use of funds received by the City of Houston from HUD for PY 2014
- Explains HCDD's method for distributing entitlement funds
- Provides an opportunity for public input in the development of the annual plan

2014 Draft Annual Action Plan

2. Summarize the objectives and outcomes identified in the Plan

Annual Objectives. The Plan identifies programs and activities that will be used to meet HCDD's goals. As required by HUD, each activity is linked to one of three federal program objectives: 1) decent housing, 2) suitable living environment, or 3) economic development. Each objective is matched with one of three outcomes: 1) availability/accessibility, 2) affordability, or 3) sustainability. The annual activities that will enable HCDD to achieve these objectives and outcomes in PY 2014 are listed below.

Decent Housing

2014 Annual Action Plan activities, which facilitate making decent housing more available, accessible, affordable, and sustainable for low- and moderate-income residents, include

- Acquisition, rehabilitation, and new construction of multifamily properties
- Downpayment and closing cost assistance to increase low- and moderate-income persons' access to homeownership
- Single family home repair to preserve existing housing stock
- Lead-based paint testing and abatement activities
- Services to HIV/AIDS populations
- Homelessness prevention

Suitable Living Environment

2014 Annual Action Plan activities, which help make suitable living environments more available, accessible, affordable, and sustainable for low- and moderate-income residents include

- Building/rehabilitating neighborhood facilities
- Code enforcement
- Juvenile, youth, and childcare programs
- Supportive and transitional housing
- Support services for populations with special needs (e.g. elderly, persons with disabilities)
- Services for the homeless
- Health care education and services

Economic Development/Opportunities

2014 Annual Action Plan activities, which help increase access to economic opportunity for low- and moderate-income communities, will include

- Expansion of business products based on community need
- Small business development services
- Job training for low- and moderate-income persons

3. Evaluation of past performance

Past Performance. Each year HCDD submits a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. This report serves as a description of how funding was expended during the last program year and uses the Annual Action Plan as a benchmark document in which performance can be measured. Major accomplishments during the most recent completed program year, PY 2012 (July 1, 2012 to June 30, 2013), are listed below.

2014 Draft Annual Action Plan

Decent Housing

- Preserved 13 housing units by providing repair assistance to homeowners and supported the preservation of 129 homes assisted with CDBG-DR funds and completed in PY 2012.
- Reduced lead exposure in 236 housing units
- Completed a total of 211 new or renovated affordable rental housing units
- Provided 162 homebuyers with downpayment and closing cost assistance
- Provided 2,895 households affected by HIV/AIDS with assistance to secure housing and access to social services
- Provided short-term rent, mortgage, and utility assistance to 65 persons to prevent homelessness

Suitable Living Environment

- Served 13,644 youth through enrichment and achievement programs
- Provided health services to 1,566 persons
- Provided meals and transportation to 2,720 elderly persons
- Increased access to general social services for 18,134 persons
- Provided essential services, case management, and other services to 39,642 homeless individuals
- Improved or constructed 2 parks and 1 neighborhood facility
- Conducted 31,132 code enforcement site visits in support of neighborhood integrity

Economic Opportunity

- Provided 222 persons with disabilities job training and enrichment activities
- Provided job training and enrichment activities for 326 low- and moderate-income persons
- Provided 41 small business loans

While HCDD did not meet all of its goals during the third Consolidated Plan program year (PY 2012), many program areas have made great improvement toward meeting their five-year goals. Observing the first half of PY 2013 programs are expected to meet annual goals set for the current year. In addition to entitlement funding, HCDD administers other grant funding, including CDBG-DR. Learning from the deployment of Hurricane Ike Round 1 funding, HCDD continues to forge new ways of involving stakeholders and the community in Round II funding of CDBG-DR, through design charettes, developer meet and greet meetings, and other general neighborhood meetings.

4. Summary of Citizen Participation Process and consultation process

The Housing and Community Development Department (HCDD) is responsible for producing the 2014 Annual Action Plan. In this capacity, HCDD works with a number of City departments, the Houston Housing Authority, non-profits, and other stakeholders to ensure that the planning process is both comprehensive and inclusive. HCDD solicits information from other City departments, the private sector, non-profits, neighborhood-based organizations, and residents regarding existing conditions and strategies for addressing current needs.

HCDD recognizes that Houston residents are the center of, and partners in, the development and execution of the 2014 Annual Action Plan. HCDD aggressively seeks community involvement and provides residents with opportunities to become involved in the development of the Annual Action Plan. Opportunities for citizen input are provided throughout the planning process through

- Publications and Postings
- Public Hearings
- HCDD Community Needs Survey

2014 Draft Annual Action Plan

In December 2013 and February 2014, HCDD had its first two meetings of the new Community Development Advisory Council (CDAC). HCDD finalized new guidelines for the committee in fall of 2013. These guidelines replace those of the former Advisory Task Force (ATF) to ensure that CDAC members provide meaningful information to strengthen HCDD's planning and outreach processes. The CDAC has been and will be instrumental as HCDD plans for the 2015 Consolidated Plan, 2015 Analysis of Impediments, and the completion of the current 2010 Consolidated Plan.

CDBG Disaster Recovery Hurricane Ike Round 2, Phase 2 (CDBG-DR2). Although not directly related to the entitlement planning process, HCDD consults with agencies and solicits input from citizens about activities funded by non-entitlement funding sources that support Consolidated Plan priorities. In calendar year 2012, HCDD worked closely with housing advocates to obtain extensive citizen input for targeting strategies for CDBG-DR2 funds. The collaborative process mapped neighborhood opportunities and investments, which informed the creation of target areas for these funds. These target areas include six neighborhoods and are illustrated in a map in the Appendix titled "Community Revitalization Areas (CRAs), CRA Outreach Areas, and Target Areas for Disaster Recovery Round II".

In PY 2013, HCDD conducted extensive outreach with community members about CDBG-DR2 proposed developments and programming. HCDD hosted four Developer Meet and Greet Meetings where community residents were invited to meet with development teams to ask questions about proposed affordable, multifamily housing developments. HCDD also hosted six meetings in CRAs to review program guidelines and reach out to potential applicants for the CDBG-DR2 Single-Family Home Repair Program resulting in the receipt of more than 500 applications. In February 2013, HCDD staff hosted a Community Design Workshop, which gathered neighborhood residents, community leaders, local design architects, and project partners to create a vision for future growth and revitalization of six Houston neighborhoods. Attendees were able to share ideas and influence the design of more than single-family residences that will be built with CDBG-DR2 funding. At the end of February, more than 200 community members from the CRA and CRA Outreach areas attended the CDBG-DR2 Community Design Gallery Show and voted for their favorite of 16 home designs which were influenced by the Community Design Workshop earlier in the month. HCDD plans to continue engagement with citizens and neighborhoods during the next few years as CDBG-DR2 funds are expended.

5. Summary of public comments

A summary of citizen comments on the 2014 Annual Action Plan, along with HCDD's responses, will be available in the Appendix of the 2014 Annual Action Plan that is submitted to HUD.

6. Summary of comments or views not accepted and the reasons for not accepting them

This section will be updated after the 30-day comment period and will be available to view once the 2014 Annual Action Plan is submitted to HUD.

7. Summary

The 2014 Annual Action Plan is the fifth and final year of the 2010-2014 Consolidated Plan. During PY 2014, HCDD will build upon past experience and new strategies striving to meet the five year goals set in the Consolidated Plan and updated in Annual Action Plans. HCDD staff will also focus on using data-driven approaches and utilizing various citizen and stakeholder participation techniques to create the next five year strategic plan for HCDD, the 2015-2019 Consolidated Plan. Although, the 2014 Annual Action Plan marks the second Plan which has employed the ConPlan Template in the Integrated Disbursement and Information System (IDIS) – HUD's entitlement funding

2014 Draft Annual Action Plan

reporting database, the 2015-2019 Consolidated Plan will be the first time that all aspects of the new online system will be functional. HCDD continues to make great strides in addressing the community's needs and the Consolidated Plan priorities through community involvement, evaluating past performance, and responding to past experience with improved efficiency.

2014 Draft Annual Action Plan

PR-05 Lead & Responsible Agencies

5. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
Lead Agency	HOUSTON	HCDD

Narrative

The City of Houston Housing and Community Development Department serves as the lead agency responsible for administering the programs covered by the 2010-2014 Consolidated Plan and this 2014 Annual Action Plan, which includes CDBG, HOME, HOPWA, and ESG.

Consolidated Plan Public Contact Information

For questions regarding the 2014 Annual Action Plan, please contact City of Houston Housing and Community Development Department (HCDD) at (713) 868-8300 or submit your comments to Andrea Jones:

Andrea Jones
Executive Staff Analyst,
City of Houston, Housing and Community Development Department
601 Sawyer, 4th Floor
Houston, TX 77007
andrea.jones@houstontx.gov
(713) 868-8439

2014 Draft Annual Action Plan

AP-10 Consultation

5. Introduction

The City of Houston recognizes that partnerships with public and private entities are vital to the provision of effective services to the Houston community. Each strategy prioritized by the City of Houston is only accomplished through effective collaborations with community partners. These partners provide the expertise needed to ensure quality service provision, housing development, and neighborhood revitalization efforts.

Coordination and consultation with public and private agencies is important to the City of Houston when developing its Annual Action Plan. HCDD works with a number of City departments, the Houston Housing Authority, major non-profit organizations, and other stakeholders to ensure that the planning process is both comprehensive and inclusive. HCDD secures information from other City departments, the private sector, non-profits, neighborhood-based organizations, and residents regarding existing conditions and strategies for addressing current needs.

HCDD will continue to seek out opportunities to strategize with a variety of groups to address short-term and long-term community needs. In addition, HCDD staff will meet with community groups and agencies throughout the year to solicit input regarding HCDD programs and to plan future activities.

In PY 2014, HCDD plans to obtain meaningful input to strengthen programming and activities through the consolidated planning process. HCDD will

- Continue to reach out to and consult with organizations listed in the table titled "Agencies, groups, organizations who participated" in this section of the Plan
- Seek new opportunities for collaboration and consultation to find innovative approaches to addressing pressing community issues
- Participate in the process and advance community strategies to end chronic homelessness in Houston
- Host members of the Community Development Advisory Council (CDAC) to improve HCDD's citizen and stakeholder outreach methods
- Conduct a wide variety of community activities to gather information for 2015-2019 Consolidated Plan and 2015 Analysis of Impediments

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Houston strives to be in constant contact with various public and private agencies to ensure funding priorities are in line with current community development goals. HCDD is involved in many community collaborations with an aim to enhance coordination between housing and service providers to better serve the community.

The City of Houston Mayor's Office has two special assistants working to coordinate the City's role in developing service-connected housing for the homeless. In support of the Consolidated Plan and Continuum of Care (CoC) Strategic Plan to End Homelessness, HCDD is leading a community-wide effort in partnership with the City's Health and Human Services Department, Harris County Community Services Department, Houston Housing Authority, Harris County Housing Authority, Houston Housing Finance Agency, and the Coalition for the Homeless of Houston/Harris County to create deeply subsidized affordable housing units that are linked to mainstream and social supports, including primary and behavioral health care and housing. This effort will be achieved through the joint solicitation of proposals and creation of a pipeline committee comprised of partner agencies that will allow supportive

2014 Draft Annual Action Plan

housing units in developments to receive appropriate rental subsidies and service funds necessary to house the target population. HCDD and the Mayor's Office will host and staff this pipeline committee on behalf of the CoC.

As a member of The Ryan White Planning Council, HCDD works with medical service providers to coordinate the housing and service needs of persons affected by HIV/AIDS. HCDD also co-chairs the Priority and Allocations Committee, a subcommittee of the Ryan White Planning Council. HCDD staff members also meet at least twice a year with the current funded HOPWA providers to ensure that funding is being allocated and distributed in the most efficient way possible benefiting those need. Also, HCDD staff members meet every month with a funders work group, made up of housing and service providers, to ensure that services and housing goals are aligned.

In addition, HCDD will continue stakeholder engagements such as those listed in the following table "Agencies, groups, organizations who participated". HCDD will also host public and private housing providers with private and government service agencies at periodic meetings of the Community Development Advisory Council (CDAC). CDAC meetings will enhance the exchange of information between housing and service providers, as well as, plan for future coordination.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

During two HEARTH Clinics in 2011, the community identified three priorities: 1) expand rapid re-housing; 2) create a targeted prevention process; and 3) improve the performance measurement process. HCDD continues to consult with the Continuum of Care (CoC) on implementing services to address these priorities.

The five local jurisdictions that comprise the CoC, including the City of Houston, Harris County, Fort Bend County, and City of Pasadena, and the Coalition continue to meet regarding implementation of ESG changes associated with the HEARTH Act. These meetings are referred to as the Public Funders Workgroup, a group within the CoC structure which ensures that all members of the CoC are targeting funding toward continuum-wide goals. This group assists in updating and maintaining standards for both the provision of assistance and performance. These continuum-wide performance measures are used to evaluate performance and determine resource allocations based on data from HMIS. Agencies receiving funding from HCDD must receive verification of participation in this system as a threshold requirement for funding. In the CAPER, HCDD will evaluate and include information from HMIS about the outcome of projects and activities assisted with ESG funds.

HCDD plans to continue funding the Coalition in support of the operation and administration of HMIS. In addition, HCDD works with the Coalition and the CoC to ensure that policies and procedures are aligned with HUD requirements. As HCDD continues to develop its strategy for addressing funding priorities under the HEARTH Act, all work has been and continues to be done in coordination with the Coalition for the Homeless, the CoC including its committees and workgroups, and other adjacent jurisdictions. Partners are actively working to align and braid resources across the jurisdictions in support of a single, standardized rapid rehousing and prevention model, with the ultimate goal of leveraging substantial private investment in the coming years to substantially increase the number of homeless families to be served.

2014 Draft Annual Action Plan

Describe the coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

HCDD continues to work closely with the Continuum of Care (CoC) and the CoC Lead Agency, The Coalition for the Homeless of Houston/Harris County (Coalition). Over the last year, HCDD participated as an active stakeholder and policy-maker in all CoC planning efforts. HCDD holds a voting seat on the CoC Steering Committee voted to align with the four goals outlined in the federal strategic plan to end homelessness, which includes a goal to end chronic and veteran homelessness by 2015. To achieve this goal, HCDD has been actively receiving HUD technical assistance through the OneCPD Initiative. HCDD and the Special Assistant and Deputy Special Assistant to the Mayor for Homeless Initiatives, two full-time dedicated staff positions charged with developing strategies in coordination with local partners to end chronic homelessness in Houston, have also taken a lead role in the local planning efforts related to a larger federal initiative known as the HUD/USICH (United States Interagency Council on Homelessness) Dedicating Opportunities to End Homelessness Initiative.

HCDD and the Mayor's Office are leading the collaborative effort to develop 2,500 units of permanent supportive housing for the chronically homeless and veterans, cultivation of a new integrated care supportive housing service model, and initiating the implementation of a coordinated access system to systematically identify and prioritize the most vulnerable chronically homeless persons for placement into permanent supportive housing. Each of the outlined activities includes consultation and collaboration with a variety of stakeholders, including: homeless housing and service providers, public housing authorities, Harris and Fort Bend Counties, Harris Health System, Mental Health and Mental Retardation Authority (MHMRA), VA Medical Center, Houston Police Department, Harris County Sherriff, and the local HUD field office. HCDD has participated in a collaborative planning process with community partners, to generate a financial model and create an implementation plan, to support this initiative. This plan calls for partners to dedicate resources over the next two fiscal years and to work cooperatively to vet, fund, and shepherd the permanent supportive housing projects needed. These commitments include resources for capital, operating, and service funding ensuring that all are fully subsidized and capable of meeting the model standards and the needs of the target population.

In addition to ending chronic homelessness, HCDD has actively participated in planning efforts to standardize and target homelessness prevention and rapid re-housing services. This has included creating program standards and common system outcomes, in partnership with Harris and Fort Bend Counties, the City of Pasadena, as well as the Texas Department of Housing and Community Affairs.

2014 Draft Annual Action Plan

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
Houston Housing Authority (HHA)	PHA	Public Housing Needs Homeless Strategy	<p>HCDD consulted with HHA staff regarding the Public Housing section of the Plan. HCDD and HHA work together on a variety of issues and initiatives including jointly plan the deployment of CDBG-DR2 funds.</p> <p>To address homeless needs identified in the Consolidated Plan, HCDD has consulted with stakeholders in the PSH Planning Group, which coordinates funding of permanent supportive housing with the goal of ending chronic homelessness. HHA is a member of the PSH Planning Group. In PY 2013, HCDD developed a joint RFP and review process for rental housing in which the outcome will be 705 of new PSH housing units developed with HCDD funding and subsidized by Section 8 Vouchers.</p> <p>HHA serves on the CoC and CDAC. HCDD and HHA will continue to meet regularly to discuss current projects and plan for potential future projects and initiatives.</p>
Harris County Housing Authority	PHA	Homelessness Strategy	To address homeless needs identified in the Consolidated Plan, HCDD has consulted with stakeholders in the PSH Planning Group, which coordinates funding of permanent supportive housing with the goal of ending chronic homelessness. Harris County Housing Authority is a member of the PSH Planning Group.
Funders Together to End Homelessness Houston	Regional organization Other: Partnership with Public/Private Organizations	Homelessness Strategy	To address homeless needs identified in the Consolidated Plan, HCDD has consulted with Funders Together, a public/private funding group that has participated in homeless planning efforts and has agreed to strategically invest resources to leverage public investment and help meet the CoC's goals.
Coalition for the Homeless of Houston/Harris County	Services-homeless Regional organization Planning organization	Homelessness Strategy Homeless Needs – Chronically homeless Homeless Needs – Families with children Homelessness Needs – Veterans Homelessness Needs – Unaccompanied youth	Coalition staff was consulted regarding the Homeless sections of the Plan. The Coalition manages the HMIS system in which HCDD subrecipients report accomplishments for ESG activities. Data from HMIS is used to evaluate ESG program performance.

2014 Draft Annual Action Plan

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
Coalition for Barrier Free Living Houston Center	Services-Persons with Disabilities	Non-Homeless Special Needs	HCDD staff made a presentation about the consolidated planning process in February 2014, at the Coalition for Barrier Free Living's Houston Center for Independent Living's (HCIL's) monthly Housing Council meeting. HCDD conducted the community needs survey during the meeting. HCDD will continue its relationship with HCIL and encourage and plan future input opportunities with HCIL clients to ensure the planning process includes the needs of persons with disabilities.
City of Houston – Health and Human Services Department	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Other government – Local	Lead-based Paint Strategy	<p>HDHHS provides HCDD with lead-based paint program information and data for use in development of the Plan, as needed.</p> <p>HDHHS uses CDBG funds to address lead-based paint hazards, including lead-based paint testing and remediation, for underserved populations. HDHHS and HCDD staff will continue to collaborate on future funding opportunities that will encourage a holistic approach to promoting health and community development.</p> <p>HCDD and HDHHS also partner to serve low- and moderate-income persons and persons with disabilities through a variety of public services or public facilities projects to address needs identified in the Plan.</p>
City of Houston – Parks and Recreation Department	Services-Children Services-Education Other government – Local	Anti-poverty Strategy	<p>HCDD consulted with HPARD to determine the demand for youth programs. HCDD plans to continue partnering with HPARD to serve youth by partially funding the Mayor's Afterschool Achievement Program and the Youth Enrichment Program.</p> <p>HCDD also consults with HPARD to determine the funding needs for the renovation or creation of neighborhood parks.</p>
General Services Department	Other government – Local	Community Development Strategies	HCDD consults with GSD to determine the funding needs of potential construction projects in various city-owned facilities. HCDD may partner with GSD on construction projects.
Houston-Galveston Area Council	Regional organization Planning organization	Community Development Strategies	HCDD and other City staff attend meetings hosted by H-GAC as part of the Sustainable Communities Grant and its planning process. Through this process, HCDD uses information collected in its planning efforts related to affordable housing.

2014 Draft Annual Action Plan

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
Houston Housing Finance Corporation (HHFC)	Housing	Housing Strategy	In developing the Plan, HCDD regularly consults with HHFC on ways to efficiently deploy resources in the community. HHFC assists in implementing new multifamily development by providing bridge loans during the HCDD document preparation process. HHFC will continue to work with HCDD on new initiatives like supporting economic development activities that address areas without full service grocery stores, also known as food deserts.
Houston Area HIV Services Ryan White Planning Council	Services-Persons with HIV/AIDS	Non-Homeless Special Needs	HCDD staff meets periodically with the Ryan White Planning Council to share research and strategize ways to improve the quality of life for those affected by HIV/AIDS. HCDD staff serves on the Council and also serve as a co-chair of a committee. This information is utilized when determining needs of and services for the HIV/AIDS community.

Identify any Agency Types not consulted and provide rationale for not consulting

HCDD contacted many organizations through various outreach techniques including meetings, e-mails, phone calls, and real-time audience surveys to solicit input and participation in the planning process. HCDD believes that all critical agency types were consulted during the participation and consultation process and did not intentionally fail to consult with any particular agency.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 3 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Coalition for the Homeless of Houston / Harris County	The CoC's priorities and its Strategic Plan to End Homelessness directly correspond to HCDD's Strategic Plan goals related to homeless populations.
Continuum of Care's Priorities and Program Standards	Coalition for the Homeless of Houston / Harris County	The CoC's priorities and standards directly overlap with the Strategic Plan and are used as the City of Houston's standards for its ESG funding.
Our Great Region 2040	Houston-Galveston Area Council	HCDD's Strategic Plan has many of the same goals as H-GAC's regional plan, including addressing quality of life issues, specifically affordable housing and serving Houston's low-income populations through community development activities.
Fair Housing Equity Assessment	Houston-Galveston Area Council	Both HCDD and the FHEA have goals to affirmatively further fair housing in the City of Houston and the region. The development of the FHEA served as part of the analysis for Our Great Region 2040.
Livable Centers	Houston-Galveston Area Council	The Livable Centers Plans have been conducted in various areas of the City of Houston. Some areas overlap with HCDD's Areas for Community Reinvestment. The objectives of these Plans, including improving quality of life, overlap with the Strategic Plan's public facilities strategy.

2014 Draft Annual Action Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Annual Plan	Houston Housing Authority	HHA's PHA plan provides details about agency operations and programs, including participants for the upcoming year. Both HHA and HCDD aim to help very low-income households secure housing.
Harris County Consolidated Plan	Harris County	HCDD's Consolidated Plan has many of the same goals as Harris County's Consolidated Plan including addressing homelessness and improving the quality of life of underserved and low- and moderate-income communities.
City of Houston's Capital Improvement Plan (CIP) Plan	City of Houston Finance Department	Both the CIP and the Consolidated Plan address the infrastructure needs in Houston.
Rebuild Houston	City of Houston	Rebuild Houston is a new pay-as-you-go funded business model for restructuring and maintaining Houston's drainage and street system. Rebuild Houston and the Consolidated Plan address neighborhood improvements.
City of Houston Needs Assessment for CDBG-DR2	City of Houston Housing and Community Development Department	Through a combined effort with community leaders and statewide advocates, HCDD analyzed data to produce a Needs Assessment resulting in areas in which housing activities using CDBG-DR2 funding will be targeted. These areas are illustrated in the map titled, "Community Revitalization Areas (CRAs), CRA Outreach Areas, and Target Areas for Disaster Recovery Round II".

Narrative

Coordination of efforts remains a high priority for the City of Houston. HCDD continues to broaden its outreach efforts and has been able to gather and provide more strategic input into the planning process in the past few years.

HCDD continues to work closely with other governments in the metropolitan area, the state, and the federal government to implement the Consolidated Plan. HCDD works closely with HHA and Harris County to align funding objectives, especially objectives addressing homelessness. In addition, HCDD continues to participate in numerous conferences with the Texas Department of Housing and Community Affairs (TDHCA) to align HCDD's objectives of ending chronic homelessness through developing permanent supportive housing with those of TDHCA. Finally, HCDD continues to work closely with HUD officials through OneCPD.

During PY 2013, HCDD implemented an updated stakeholder input processes, previously known as the Advisory Task Force (ATF). HCDD finalized guidelines for the new Community Development Advisory Council (CDAC), which more particularly defines the expectations of how HCDD's consultative needs will be addressed with the CDAC's knowledge and experience. In addition, HCDD took measures to obviate concerns regarding conflicts of interest that may have existed with former members of the ATF. The CDAC began meeting by December 2013 and is expected to be integral in the development of the 2015-2019 Consolidated Plan and 2015 Analysis of Impediments.

2014 Draft Annual Action Plan

AP-12 Participation

5. Summary of citizen participation process/Efforts made to broaden citizen participation

HCDD recognizes that Houston residents are the center of, and partners in, the development and execution of the 2014 Annual Action Plan. The Citizen Participation Plan (CPP) establishes a means by which citizens, public agencies, and other interested parties can actively participate in the development of the Consolidated Plan, Annual Action Plan, Substantial Amendments and the Consolidated Annual Performance and Evaluation Report (CAPER) and to set forth the jurisdiction's policies and procedures for citizen participation. Using the CPP, HCDD aggressively solicits community involvement and provides residents with every opportunity to become involved in the development of the Annual Action Plan. As input and comments are received, appropriate HCDD staff reviews and uses this information to inform community needs, allocation priorities, and programming.

Opportunities for citizen input are provided during the entire planning process through

- Publications and Postings
- Public Hearings
- HCDD Community Needs Survey

HCDD publicizes all phases of the Plan's development to solicit public comment from soliciting information regarding community needs to the amount of federal appropriations and the proposed use of funds in support of community improvement activities. HCDD developed promotional/informational material about the Plan that was available in English, Spanish, Vietnamese, and Chinese to broaden knowledge about the process to various groups including limited English speakers.

As part of the development of the 2014 Annual Action Plan, HCDD conducted community hearings and meetings to gather input in drafting the plan as well as hearings to solicit responses to the draft Plan. HCDD again used an audience response system from Turning Technologies to collect quantitative data instantly from citizens to gather input about community needs while drafting the plan. The community needs survey was conducted at the two fall public hearings and at the Houston Center for Independent Living's (HCIL) Housing Council Meeting. To solicit additional needs information, HCDD offered to conduct the survey for CDAC member agencies and at any neighborhood organizations in which members were at the fall public hearings. HCIL hosted HCDD staff in February 2014.

Efforts to Broaden Citizen Participation. HCDD implemented a broad outreach campaign to promote public participation in the development of the Annual Action Plan. Concerted effort to reach out to diverse populations was made including outreach to minorities, non-English speaking persons, and persons with disabilities. The following is a summary of these efforts.

- Held public hearings at the City Hall Annex, a central location, as well as in or near low- and moderate-income neighborhoods, at HCC South Campus, the low-and moderate-income neighborhood of Sunnyside, and at Neighborhood Resource Center, owned by the Houston Housing Authority (HHA) and located adjacent to HHA's Historic Oaks of Allen Parkway Village.
- Extended invitations to public hearings to HHA and held one public hearing at a HHA property, Historic Oaks of Allen Parkway Village.

2014 Draft Annual Action Plan

- Advertised in community newspapers including *La Voz*, *Chinese Daily News*, *Saigon Tex News*, and *African American News and Issues* and in *The Houston Chronicle*, a newspaper of general circulation.
- Advertised in several languages including English, Spanish, Vietnamese, and Chinese.
- Organized outreach efforts for populations with special needs to receive feedback on community needs, including conducting the community needs survey at one HCIL Housing Council Meeting.

Citizen Participation Outreach

Table 4 – Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
Newspaper Ad	Non-targeted/broad community	HCDD published a public notice in the Houston Chronicle on September 6, 2013 announcing the draft 2012 CAPER was available for public comment from September 6, 2013 to September 20, 2013.	No public comments were received.	No public comments were received.	http://www.houstontx.gov/housing/publiclegalnotices.html
Internet Outreach	Non-targeted/broad community	HCDD announced on Facebook/Twitter that the draft 2012 CAPER had been posted to the HCDD website and used these mediums to reiterate the public comment period info.	No public comments were received.	No public comments were received.	N/A
Newspaper Ad	Minorities Non-English Speaking – Specify other language: Spanish, and Chinese Non-targeted/broad community	A notice of the fall public hearings was published in the Houston Chronicle on November 25, 2013. Advertisements also appeared in Spanish in <i>La Voz</i> on December 1, 2013; in Chinese in the <i>Chinese Daily News</i> in December 2, 2013 and December 8, 2013; and in English in <i>African American News</i> on December 2-8, 2013.	No public comments were received.	No public comments were received.	http://www.houstontx.gov/housing/publiclegalnotices.html

2014 Draft Annual Action Plan

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Internet Outreach	Non-targeted/broad community	On December 9, 2013, a CitizensNet email announcing the fall public hearings was sent to over 120,000 email addresses that are part of the City of Houston's CitizensNet database.	No public comments were received.	No public comments were received.	http://www.houstontx.gov/citizensnet/index.html
Internet Outreach	Non-targeted/broad community	Information about the fall public hearings was presented on the HCDD website, Facebook page, and Twitter page. Flyers were sent by e-mail to CDAC members.	No public comments were received.	No public comments were received.	http://www.houstontx.gov/housing
Other – Community Needs Survey	Non-targeted/broad community	<p>The community needs survey was available at the two fall 2013 public hearings. HCDD staff also made the survey available during HCDD informational presentations made at HCIL's Housing Council Meeting in February 2014 and Bayou Oaks Civic Club in March 2014. In addition, the Bayou Oaks Civic Club collected approximately 800 paper surveys that HCDD will include in the upcoming development of the 2015-2019 Consolidated Plan.</p> <p>HCDD used an audience response system technology to collect community needs information while engaging participants. One hundred two (102) respondents participated in the survey, which consisted of 27 questions. Some questions allowed for multiple responses.</p>	<p>The results of the community needs survey support the priority needs set in the 2010-2014 Consolidated Plan. The results illustrate that economic development and affordable housing are very important to those that attended HCDD's 2013 fall public hearings. Economic development ranked as the highest priority need for HCDD with almost two-thirds of respondents ranking it as one of the top three priorities. Almost all respondents (93% and 93%, respectively) agreed that more affordable housing was needed in Houston and that affordable housing should be available in all areas of the city. Almost three in four respondents thought that homeowner affordable housing was a greater need than rental affordable housing in Houston. In particular, needs for homeowners ranked highly and included financial assistance for homeownership, homeowner repair, and financial assistance for homeowners. Housing and</p>	All comments were considered. HCDD did not specifically reject any comments received.	N/A

2014 Draft Annual Action Plan

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			supportive services for the elderly also ranked high. Job training, Mental Health Services, and Health Services ranked as the highest supportive service needs, while Health facilities, Youth centers, and Multi-service centers ranked as the three highest neighborhood facility needs.		
Public Hearing	Non-targeted/broad community	HCDD administered a community needs survey and accepted public comments at two fall public hearings for the 2014 Action Plan held on December 10, 2013 at Houston Community College South Campus and December 12, 2013 at City Hall Annex. There were approximately 40 people that attended the fall public hearings.	10 speakers commented at the fall public hearings	All comments were considered. HCDD did not specifically reject any comments received.	N/A

2014 Draft Annual Action Plan

Expected Resources

AP-15 Expected Resources

Introduction

The City of Houston uses multiple resources to carry out activities that benefit low- and moderate-income residents. The City of Houston receives entitlement funding of CDBG, HOME, HOPWA, and ESG. HCDD administers the entitlement funding on behalf of the City of Houston. In addition to entitlement grant funds, HCDD receives state and local funding to address community needs as illustrated in the Expected Resources – Priority Table. Many City departments also receive funding that addresses needs listed in the Consolidated Plan, and HCDD works with these departments to leverage entitlement grant funds when possible.

As of the release of the Draft 2014 Annual Action Plan, HUD has not released local allocation amounts for entitlement grants. As a result, HCDD has estimated its PY 2014 budgets at amounts level from the PY 2013 allocation amounts for HOME, HOPWA and ESG. HCDD estimated a five percent reduction for CDBG. Information about how the budgets will be updated once the final allocations are release is located on each corresponding Budget Page in *Appendix #5: Grant Applications*.

Anticipated Resources

Table 5 – Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public – federal	Acquisition Administration and Planning Economic Development Housing Public Improvements Public Services	22,529,157	186,813	0	22,715,970	0	CDBG funds finance housing, public facilities and improvements, public services, and economic development assistance activities. CDBG funds are combined with many public and private funds to create a greater impact in neighborhoods. When request for proposals are conducted, proposals that use CDBG funding to leverage other funding are preferred. CDBG funded activities conducted by other City departments use CDBG funding as match for other public funding or combine CDBG funds with federal, local, or private funding to implement programming.

2014 Draft Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public – federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	7,022,142	90,943	0	7,113,085	0	HOME promotes public/private partnerships as a vehicle for expanding the stock of affordable housing. HOME funds are leveraged with private and public funding sources to support homebuyer assistance and multifamily development activities. HCDD's homebuyer assistance funds are leveraged with the homebuyer's private mortgage and equity. The Multifamily Housing Program's activities are funded through a request for proposal process in which greater preference is given to proposals that have other sources of equity and financing.
HOPWA	public – federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	8,956,121	0	0	8,956,121	0	Organizations applying for HOPWA funding are selected through a competitive request for proposal process, and sources of leverage include public funding, like Ryan White or Shelter Plus Care, and private funding, like in kind resources, foundations, and resident rent payments.
ESG	public – federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	1,767,468	0	0	1,767,468	0	Organizations applying for ESG funding must provide a 1 to 1 match for the ESG funds they are seeking.
CDBG-DR Hurricane Ike Round 2 (CDBG-DR2)	public – state	Homeowner rehab Multifamily rental rehab	0	0	149,000,000	149,000,000	0	CDBG-DR2 will be used to fund development of affordable single-family and multifamily rental and repair single-family homes to address homes damaged by Hurricane Ike.

2014 Draft Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Homeless Housing Services Program (HHSP)	public - state	Financial Assistance Rapid re-housing (rental assistance) Rental Assistance Services	1,387,651	0	0	1,387,651	0	Organizations applying for HHSP funding are selected through a competitive request for proposal process.
TIRZ Affordable Housing Set-Aside	public - local	Housing	14,000,000	0	0	14,000,000	0	TIRZ Affordable Housing Set-Aside funds are local funds and are often leveraged with federal funding to create a greater impact for low- and moderate-income persons and communities. Housing developments are selected through a competitive request for proposal process.
Homeless and Housing Bonds	public - local	Housing	6,200,000	0	0	6,200,000	0	Homeless and Housing Bonds are local funds and often leveraged with federal funding to create a greater impact for low- and moderate-income persons. Housing developments are selected through a competitive request for proposal process.
Amy Young Barrier Removal Program	public - state	Housing	100,000	0	66,000	166,000	0	In fall of 2013, the City of Houston was selected as an administrator for the Amy Young Barrier Removal (AYBR) Program, which provides one-time grants of up to \$20,000 to persons with disabilities who need modifications to increase the accessibility and eliminate hazardous conditions in their homes.

2014 Draft Annual Action Plan

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

HCDD will use a combination of public and private funding to carry out affordable housing activities during the period covered by this Plan. HCDD's Homebuyer Assistance Program leverages HOME funding through a deferred, forgivable loan with private funding including equity from the homebuyer and private mortgage loans. Through the Multifamily Housing Program, for-profit and non-profit developers partner with HCDD to build or rehabilitate affordable housing. Developers must use HCDD funding to fill financing gaps. Other development funding must be obtained through additional private and public sources, which may include the following

- Local Tax Incentives and Funding
 - Tax Abatement Ordinance
 - Tax Increment Reinvestment Zones (TIRZ) and TIRZ Affordable Housing Set-Aside
 - Homeless and Housing Bonds
- Federal and State Tax Incentives
- State Funded Bond Programs
- Private Sources

HCDD has been awarded several special grants and will be expending these funds during the next program year to address housing needs in the community, which include CDBG-DR2 and Homeless Housing Services Program (HHSP). HCDD will continue to research additional funding sources to promote and fund community development activities.

Non-housing community development activities also leverage HCDD federal funds to execute the activities identified in the Plan. Public service agencies utilizing CDBG, HOPWA, and ESG funds must provide some level of match. Other City departments funded with entitlement grants leverage these dollars with other resources. For example, HDHHS leverages CDBG funding with other federal grants for lead-based paint testing and remediation activities.

HOME Matching Funds. The City, as a fiscally distressed participating jurisdiction in the HOME Program, must match 12.5 cents for each dollar of HOME funds spent on affordable housing. The match must come from state or local, non-federal sources, and constitutes a permanent contribution to the HOME Program. Since July 2005, the City requires multifamily applicants to help generate this match and requires that they provide and document the match, as pledged in relation to their award. Rules regarding what can be counted as a match under the HOME Program are very specific; therefore, HCDD strictly adheres to and maintains compliance with 24 CFR 92.

The HOME match obligation may be met with any of the following sources

- Cash or cash equivalents from a non-federal source
- Value of waived taxes, fees, or charges associated with HOME projects
- Value of donated land or real property
- Cost of infrastructure improvements associated with HOME projects
- Value of donated materials, equipment, labor, and professional services

The match requirement for the City has been met with cash contributions from its Homeless and Housing Bond Fund, Resolution Trust Corporation Property Acquisition, Sales Program funds, and Tax Increment Reinvestment Zone (TIRZ) Affordable Housing Set-Aside funds, private donations from endowments and non-cash contributions including donated or reduced cost land. As reported in the 2012 CAPER, the excess HOME match carried over to the next federal fiscal year was \$4,742,550.02. Information regarding the match will be updated in the 2013 CAPER, which will be submitted to HUD in September 2014.

2014 Draft Annual Action Plan

ESG Match. The ESG matching requirement is a one to one match and will be satisfied with CDBG funding from HCDD and "in-kind" funding from subrecipients.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Currently, there are no parcels of City owned land or property that will be used to address the needs identified in this plan.

The Land Assemblage Redevelopment Authority (LARA) is a 13-member board appointed by the Mayor, City Council, Harris County, and the Houston Independent School District. LARA performs acquisition, assemblage, management, marketing, and disposition of properties that have been acquired by taxing authorities through foreclosure of delinquent ad valorem taxes.

Discussion

While HCDD is responsible for the provision of services to low- and moderate-income Houstonians using the entitlement funds and one-time grants, HCDD cannot achieve these goals alone. There are many other organizations that carry out the strategies listed in this Plan using other federal, local, and private funding sources. For instance, other City of Houston Departments provide services to low- and moderate-income residents by utilizing funding from various sources. While some projects or actions may include primarily public funds, public funds alone would also be insufficient to achieve the goals of this Plan and private funds from individuals, non-profit organizations, and private organizations are needed. HCDD continues to work with other City Departments, local non-profit agencies, and various funding providers to develop coordinated strategies leveraging funding to assist low- and moderate-income persons and households. As entitlement fund has been severely cut since 2010, HCDD will research ways in which HCDD can increase the potential for program income. Additional program income is one strategy that can help sustain future community development activities in the community in uncertain times.

2014 Draft Annual Action Plan

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

The following funding amounts and Goals in Table 6 are based on estimated allocation amounts. These may change after HUD releases the final entitlement allocations.

Table 6 – Goals Summary

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Preserve existing housing stock	2010	2014	Affordable Housing	Citywide	Assistance for homeowners	CDBG: \$1,650,000	Homeowner units rehabilitated: 110 Household Housing Unit Other: 10 Other - Relocation
Address and reduce exposure to lead hazards	2010	2014	Affordable Housing	Citywide	Assistance for homeowners	CDBG: \$325,000	Other: 113 Other – Units Abated/Remediated
Increase supply of affordable rental housing	2010	2014	Affordable Housing	Citywide	Assistance for renters	CDBG \$3,415,201 HOME: \$5,301,777	Rental units rehabilitated: 253 Household Housing Unit
Increase affordable homeownership	2010	2014	Affordable Housing	Citywide	Assistance for homebuyers	HOME \$1,100,000	Direct Financial Assistance to Homebuyers: 70 Households Assisted
Provide assistance to persons affected by HIV/AIDS	2010	2014	Affordable Housing	Citywide	Assistance for renters Public service needs	HOPWA \$8,060,510	Other: 4,583 - Household Housing Unit
Prevent homelessness and support rapid re-housing	2010	2014	Affordable Housing	Citywide	Assistance for renters Homeless Needs	ESG: \$879,908	Tenant-based rental assistance / Rapid Rehousing: 75 Households Assisted Homelessness Prevention: 75 Persons Assisted
Provide youth services	2010	2014	Non-Housing Community Development	Citywide	Public service needs	CDBG \$1,116,217	Public service activities other than Low/Moderate Income Housing Benefit: 11,666 Persons Assisted

2014 Draft Annual Action Plan

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Provide health services	2010	2014	Non-Housing Community Development	Citywide	Public service needs	CDBG \$502,885	Public service activities other than Low/Moderate Income Housing Benefit: 3,290 Persons Assisted
Provide public services	2010	2014	Non-Housing Community Development	Citywide	Public service needs	CDBG \$611,782	Public service activities other than Low/Moderate Income Housing Benefit: 7,525 Persons Assisted
Provide elderly services	2010	2014	Non-Housing Community Development	Citywide	Public service needs	CDBG \$397,115	Public service activities other than Low/Moderate Income Housing Benefit: 2,200 Persons Assisted
Provide homeless services	2010	2014	Homeless	Citywide	Homeless needs Public service needs	CDBG \$550,000 ESG \$755,000	Public service activities other than Low/Moderate Income Housing Benefit: 29,539 Persons Assisted
Improve neighborhood facilities	2010	2014	Non-Housing Community Development	Citywide	Improvement of neighborhood facilities	CDBG \$6,400,000	Other: 12 Public facility or infrastructure activities other than low/moderate-income housing benefit
Maintain neighborhood integrity	2010	2014	Non-Housing Community Development	Areas for Community Reinvestment	Neighborhood needs	CDBG \$2,573,108	Housing Code Enforcement/Foreclosed Property Care: 20,200 Household Housing Unit
Provide job services for persons with disabilities	2010	2014	Non-Housing Community Development	Citywide	Public service needs Economic development needs		Public service activities other than Low/Moderate Income Housing Benefit: 194 Persons Assisted
Provide job services for low- and mod-income persons	2010	2014	Non-Housing Community Development	Citywide	Public service needs Economic development needs		Public service activities other than Low/Moderate Income Housing Benefit: 322 Persons Assisted
Provide loans for small businesses	2010	2014	Non-Housing Community Development	Citywide	Economic development needs		25 Businesses assisted
Assist businesses	2013	2014	Non-Housing Community Development	Areas for Community Reinvestment	Economic development needs		1 Businesses assisted

2014 Draft Annual Action Plan

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

During PY 2014, the City of Houston expects to provide affordable housing as defined by HOME 91.215(b) in the following ways

- The Homebuyer Assistance Program expects to serve 70 households with downpayment and closing cost assistance in PY 2014. Of the 70 households, HCDD estimates that 10 households (15%) will have a household income between 31-50% AMI and 60 households (85%) will have an income between 51-80% AMI.
- The Multifamily Housing Program will construct and rehabilitate housing predominately for households with an income under 60% AMI. In 2014, the Multifamily Housing Program will likely fund units for persons with extremely low-incomes to further the Mayor's directive of creating supportive housing to help end chronic and veteran homelessness.

2014 Draft Annual Action Plan

Projects

AP-38 Project Summary

Project Summary Information

The following funding amounts in Table 7 are based on estimated allocation amounts. These may change after HUD releases the final entitlement allocations.

Table 7 – Project Summary

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
Neighborhood Facilities and Improvements	Citywide	Improve neighborhood facilities	Improvement of neighborhood facilities	CDBG: \$6,400,000
Single Family Home Repair	Citywide	Preserve existing housing stock Address and reduce exposure to lead hazards	Assistance for homeowners	CDBG \$1,650,000
HDHHS Community and Children's Environmental and Health Program Grant Match	Citywide	Address and reduce exposure to lead hazards	Assistance for homeowners	CDBG \$325,000
Mayor's After-School Achievement Program	Citywide	Provide youth services	Public service needs	CDBG \$290,884
Youth Enrichment Program	Citywide	Provide youth services	Public service needs	CDBG \$428,218
Community-based Mental Health Services	Citywide	Provide health services	Public service needs	CDBG \$200,000
HIV/AIDS Education Program	Citywide	Provide health services	Public service needs	CDBG \$196,885
Elderly Service Program	Citywide	Provide elderly services	Public service needs	CDBG \$397,115
Chronic Disease Prevention	Citywide	Provide health services	Public service needs	CDBG \$106,000
Re-Entry Program	Citywide	Provide public services	Public service needs	CDBG \$100,000
Houston Public Library Mobile Express	Citywide	Provide public services	Public service needs	CDBG \$98,782
Child Care Program	Citywide	Provide public services	Public service needs	CDBG \$413,000
Juvenile Delinquency Prevention Program	Citywide	Provide youth services	Public service needs	CDBG \$430,800
Unallocated Public Services	Citywide	Provide public services	Public service needs	CDBG \$597,784
Legal Staff for Code Enforcement	Areas for Community Reinvestment	Maintain neighborhood integrity	Neighborhood needs	CDBG \$186,390
Code Enforcement	Areas for Community Reinvestment	Maintain neighborhood integrity	Neighborhood needs	CDBG \$2,386,718

2014 Draft Annual Action Plan

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
CDBG Administration	Citywide	Preserve existing housing stock Address and reduce exposure to lead hazards Provide youth services Provide health services Provide public services Provide elderly services Provide homeless services Improve neighborhood facilities Maintain neighborhood integrity Provide job services for persons with disabilities Provide job services for low-mod income persons Assist businesses	Assistance for homeowners Homeless needs Public service needs Improvement of neighborhood facilities Neighborhood needs Economic development needs	CDBG \$4,543,193
Multifamily Housing Program	Citywide	Increase supply of affordable rental housing	Assistance for renters	CDBG: \$3,415,201 HOME \$5,301,777
Homebuyer Assistance Program	Citywide	Increase affordable homeownership	Assistance for homebuyers	HOME \$1,100,000
HOME Program Administration	Citywide	Increase supply of affordable rental housing Increase affordable homeownership	Assistance for renters Assistance for homebuyers	HOME \$711,308
HOPWA Project Sponsor Activity	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA \$8,060,510
HOPWA Grantee Administration	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA \$268,683
HOPWA Project Sponsor Administration	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA \$626,928
ESG	Citywide	Provide homeless services Prevent homelessness and support rapid re-housing	Homeless needs	ESG \$1,767,468 CDBG \$550,000

2014 Draft Annual Action Plan

AP-35 Projects

Introduction

Projects have been selected for inclusion in this Plan based on 2010-2014 Consolidated Plan priorities and public input. Projects align directly with Mayor Annise Parker's primary initiatives which include: Eliminate Chronic Homelessness, Revitalize Communities, Foster Community Economic Development and Enhance the Quality of Life. During PY 2014, HCDD will engage in community development activities through increasing the availability and quality of affordable housing, the delivery of public services, investment in neighborhood facilities, and economic development opportunities.

Projects presented in this section fall into four major priority areas, which also reflect HCDD's institutional structure and approach to program delivery

- Affordable Housing
 - Multifamily Construction and Rehabilitation
 - Single Family Construction, Repair, and Homebuyer Assistance
 - HIV/AIDS Housing and Services
 - Homeless Prevention
- Public Services
 - Youth Enrichment, Childcare
 - Health Services
 - Homelessness Services
 - Social Services
 - Elderly Services
- Neighborhood Facilities and Improvements
 - Public and Private Neighborhood Facilities
 - Parks
 - Public Safety
- Economic Development
 - Business Product Expansion
 - Small Business Development Services
 - Job Training Services

A complete listing of projects and activities proposed to be funded in PY 2014 can also be found in the Appendix of this document. Request for proposals will be conducted before and during the program year to choose locations and subrecipients for some projects.

Table 8 – Project Information

#	Project Name
1	Neighborhood Facilities and Improvements
2	Single Family Home Repair
3	HDHHS Community and Children's Environmental and Health Program Grant Match
4	Mayor's After-School Achievement Program
5	Youth Enrichment Program
6	Community-based Mental Health Services
7	HIV/AIDS Education Program
8	Elderly Service Program
9	Chronic Disease Prevention
10	Houston Public Library Mobile Express

2014 Draft Annual Action Plan

#	Project Name
11	Re-Entry Program
12	Childcare Program
13	Juvenile Delinquency Prevention Program
14	Unallocated Public Services
15	Legal Staff for Code Enforcement
16	Code Enforcement
17	CDBG Administration
18	Multifamily Housing Program
19	Homebuyer Assistance Program
20	HOME Program Administration
21	HOPWA – Project Sponsor Activity
22	HOPWA – Grantee Administration
23	HOPWA – Project Sponsor Administration
24	ESG – HMIS
25	ESG – Activities
26	ESG – Administration

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

HCDD has made estimated allocations for PY 2014 based upon the priorities of the 2010-2014 Consolidated Plan, citizen and community input, qualified responses to Request for Proposals, an analysis of prior years' budget and expenditures, and City Council direction.

Additional factors that contributed to targeting funds to specific activities are

- The stated needs, analysis, and objectives in the 2010-2014 Consolidated Plan
- Priorities stated in each program's solicitation and award guidelines
- Compliance with HUD entitlement grants' (CDBG, HOME, HOPWA, and ESG) rules and regulations

Driving the Mayor's homeless initiatives, HCDD will continue to partner with the CoC and other organizations in the Houston area. Ending homelessness is a priority for HCDD. It is expected that in the public services RFP and the multifamily RFP that one of the priorities that will be given to projects will include serving the homeless population, especially in a way that promotes permanent supportive housing.

HCDD strives to serve those most in need of assistance. The three main obstacles to meeting the needs of the underserved in Houston are the lack of resources, the lack of service or housing availability, and the lack of knowledge of programs. HCDD will work to leverage its resources with other agencies, assist families to grow their income and build assets, create and make available housing and service opportunities, and advertise available services in the community. More information about future actions to assist the underserved are included in the AP-85 Other Actions section of this Plan.

2014 Draft Annual Action Plan

AP-50 Geographic Distribution

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Maps provided in the Appendix illustrate the known locations of proposed federally funded projects and activities for PY 2014 relative to designated low- and moderate-income areas. Locations of the remaining PY 2014 projects and activities will be determined in detail after the solicitation process is completed and all subrecipients are identified. Other maps illustrate areas of minority concentration, City Council Districts, and Super Neighborhoods. Some maps and boundaries within them may potentially change with the publication of updated data by HUD.

A December 2012 Substantial Amendment revised the 2012 Action Plan to establish HCDD's Areas for Community Reinvestment, which includes thirty-nine Super Neighborhoods. HCDD staff analyzed indicators to create the Areas for Community Reinvestment to provide data-driven recommendations for projects and activities that will foster investment in select geographic areas (Super Neighborhoods) that demonstrate the most need. Six demographic and income characteristics of Houston's eighty-eight Super Neighborhoods were considered in the analysis while developing the Areas for Community Reinvestment

- Low- to Moderate-Income (LMI) Population
- The Land Assemblage Redevelopment Authority (LARA) Owned Lots
- Commercial Investment (HCDD Funded) Multifamily and Public Facilities
- Concentration of Multifamily Housing Stock (2000 Census Data)
- Designated Demolition Sites
- City of Houston Capital Improvement Plan (CIP Projects)

Table 9 - Geographic Distribution

Target Area
Areas for Community Reinvestment
Citywide

Rationale for the priorities for allocating investments geographically

Establishing Areas for Community Reinvestment allows HCDD to analyze those indicators that best help to provide data-driven recommendations for projects and activities that will foster investment in select geographic areas (based on Super Neighborhood boundaries) that demonstrate the most need. The goal of the Areas for Community Reinvestment is to take the limited funding HCDD receives and leverage it with private investment within these areas. The intent is to ultimately arrest decline and bring about positive outcomes in historically underserved communities. HCDD adopted these areas in PY 2011 for code enforcement activity and renamed and extended the map in PY 2012 to include other activities. These activities include multifamily housing rehabilitation/new construction, homebuyer assistance, single family home repair, public services, and the rehabilitation/new construction of public/private facilities. In PY 2012, it was estimated that there was already significant investment in the Areas for Community Reinvestment, including \$17 million in HCDD funds allocated to projects in progress in these areas. In addition, the City of Houston is expected to fund over \$200 million in infrastructure projects through the Capital Improvement Plan (CIP) in Areas for Community Reinvestment from 2013 to 2017.

The Areas for Community Reinvestment may be applied to activities funded by HOME, CDBG, and the Section 108 Loan Guarantee Program. When reviewing projects for funding, HCDD staff may give special consideration to projects that fall within the boundaries of the Areas for Community Reinvestment or leverage additional funding, such as State Housing Tax Credits.

2014 Draft Annual Action Plan

Discussion

In an unprecedented approach to community involvement in PY 2012, HCDD worked closely with community leaders, statewide advocates, and citizens to use data analysis to determine target areas for the second round of CDBG-DR funding. HCDD used the data and criteria provided by the Texas General Land Office (GLO) combined with community input to select Neighborhoods of Opportunity in which to focus revitalization efforts based on damage from Hurricanes Dolly and Ike and other demographic factors. After the Neighborhoods of Opportunity were selected and agreed upon, an extensive community participation process was commissioned by OneCPD and involved approximately 13 public meetings that included over 500 unduplicated participants. Participants identified Nodes of Opportunity in neighborhoods to further refine areas within the identified neighborhoods where revitalization was most needed or promising.

A second community engagement and educational process built upon the Nodes of Opportunity through a planning study. The purpose of the planning study was to synthesize national best practices and extensive economic and demographic analysis, careful consideration of existing City commitments and opportunities, and the results of the Needs Assessment. At the conclusion of the planning process, the planning team produced the planning study, which outlined certain targeted areas for CDBG-DR2 funds. The planning study resulted in the Community Revitalization Areas (CRAs) and Community Revitalization Areas Outreach Areas (CRA Outreach Areas). CRAs are identified areas of need where the City will conduct the majority of its outreach to single family homeowners, and develop multifamily housing related to Hurricane Ike damage. CRA Outreach Areas were also areas identified by the City where there is a need for single family homeowner assistance related to Hurricane Ike damage. These areas were identified in the public outreach process as outlined in the City's Needs Assessment. Both the CRA and CRA Outreach Areas were identified in consultation with state and local community advocacy groups such as the Texas Low Income Housing Information Service, Texas Appleseed, and the Texas Organizing Project.

Using approximately \$150 million in funds available through the allocation of CDBG-DR2, HCDD will conduct single family repair activities, support rental development activities, including multifamily and single-family, and work with the Houston Housing Authority to assist in subsidized rental development for extremely low-income residents. CRAs are the areas in which the City will conduct a majority of its outreach program: Fifth Ward, Northside Village, Old Spanish Trail / Griggs / MLK. The CRA Outreach Areas are areas in need of single-family homeowner assistance related to past Hurricane Ike damage: Acres Homes, Independence Heights, and Sunnyside. CRA and CRA Outreach Areas were identified as communities experiencing significant recent public and private investment. By targeting CDBG-DR2 funding in these areas, HCDD will encourage the creation of economically feasible, mixed income developments, and communities with diverse populations.

Almost all CDBG-DR2 CRA Outreach Areas are within the Areas for Community Reinvestment. By targeting various funding sources to certain communities, HCDD leverages its limited funding to improve communities through a variety of community development activities that may include public services outreach, neighborhood facility improvements, housing repair, housing construction, economic development, and infrastructure improvements.

2014 Draft Annual Action Plan

Affordable Housing

AP-55 Affordable Housing

Introduction

HCDD employs a variety of approaches to maintaining, creating, and improving the quality of affordable housing in Houston. In the 2010-2014 Consolidated Plan, HCDD prioritized the following housing activities as “High”: Housing (CDBG), Single Family Homebuyer Assistance (HOME), Multifamily Acquisition/Rehabilitation/New Construction/Relocation (HOME), TBRA (HOPWA), Short-Term Rent/Mortgage/Utility Assistance (HOPWA), and Homelessness Prevention (ESG). In the 2014 Annual Action Plan, HCDD will administer the following programs to preserve and increase access to affordable housing

- Multifamily Housing Program – new construction and rehabilitation
- Single Family Programs – development, repair, and homebuyer assistance
- CHDO – supporting community organizations to develop affordable housing
- HOPWA – TBRA and STRMU Assistance
- ESG – housing relocation and rapid re-housing

Estimated annual goals for affordable housing and descriptions of activities for each program are included in the following tables:

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	150
Non-Homeless	177
Special-Needs	1,480
Total	1,807

Table 11 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1,484
The Production of New Units	0
Rehab of Existing Units	253
Acquisition of Existing Units	70
Total	1,807

Discussion

Affordable housing continues to be among HCDD’s highest priorities. CDBG-DR Hurricane Ike funding has greatly increased the resources available to assist low- and moderate-income families in the City of Houston. Using the foundation of the CDBG funded Single Family Home Repair Program, HCDD continues to build capacity and increase efficiency to best serve citizens. The Single Family Home Repair Program and Homebuyer Assistance Program expect to fully implement new program guidelines in PY 2014 which will help streamline operations and best utilize resources. Pursuant to the Mayor’s recent directive on homelessness, HCDD intends to focus multifamily housing resources to provide permanent supportive housing for the homeless, specifically to address chronic and veteran homelessness.

2014 Draft Annual Action Plan

AP-60 Public Housing

Introduction

The Houston Housing Authority (HHA) provides affordable homes and services to more than 60,000 low-income Houstonians including over 17,000 families housed through the Housing Choice Voucher Program. HHA and its affiliates own and operate 25 housing communities with more than 5,500 units for families, elderly, persons with disabilities, and other residents. HHA also administers the nation's third largest voucher program exclusively serving homeless veterans.

The following highlights HHA's program accomplishments occurring in calendar year 2013.

- **Put Residents to Work.** HHA enrolled over 900 participants in the Section 3 program resulting in 48 becoming gainfully employed.
- **Increased Housing Portfolio.** Acquired tax credit properties that added 512 additional units of affordable housing in Houston.
- **Housed More Families.** Provided housing assistance to 17,946 families through the voucher program. Received 199 additional vouchers from HUD.
- **Improved Quality of Housing.** Demolished 63 vacant units at Kelly Village to build a community park. Renovated Allen Parkway and Lyerly properties.
- **Helped Homeless Veterans.** Provided housing assistance to 922 homeless veterans through the VASH program.

In 2014, HHA plans to reinvest in Houston communities with the creation of over 1,000 new units with 5 construction starts.

Actions planned during the next year to address the needs to public housing

Years of federal disinvestment in the Public Housing Capital Fund Program (CFP), coupled with damage caused by Hurricane Ike, have created a significant backlog of capital needs across the Agency's portfolio. A recently completed Physical Needs Assessment values the current capital backlog at approximately \$82 million, or 17 times the funding HHA receives from HUD in a typical year for capital improvements.

While HHA will expend its CFP allocation of \$4.0 million to address the most severe capital needs, without additional funding, HHA will remain significantly short of the support required to adequately address the portfolio's documented capital needs. Additionally, as the need to rehabilitate existing housing stock grows, so too does the need for affordable housing, with over 19,000 families currently on HHA's waiting list for a public housing unit.

Fortunately, the coming year may present HHA and City of Houston with an opportunity to substantially address both the public housing capital needs backlog and the City's unmet demand for affordable housing. HHA and HCDD received awards of CDBG-DR2 funds. The goal is to leverage these dollars so it will be possible for HHA to address the capital needs at several hurricane-damaged public sites while adding upwards of 1,000 units of new affordable housing.

Houston Housing Authority Plans for 2014 include

- **Wilmington Place.** Demolition of the existing units and reconstruction in the surrounding community.
- **Kelly Village.** Demolition of 63 vacant units and reconstruction of approximately 63 units in the surrounding community.

HHA will pursue transfer of assistance under the Rental Assistance Demonstration at the current existing properties

2014 Draft Annual Action Plan

- Mansions at Turkey Creek
- Sweetwater
- HHA is continuing to review opportunities at several tax credit developments whereby 10-20% of units therein would be converted to ACC.

HHA will pursue Choice Neighborhoods Planning or Implementation grant for Grants for the following property

- Cuney Homes

HHA will pursue a number of new mixed finance development activities using CDBG Disaster Recovery funds and Capital Funds including acquisition of sites for new housing development at

- Airport and 288
- Crosstimbers and N. Main
- Cullen and Belfort
- Metro owned site on North Shepherd
- Lyons Avenue in the 5th Ward

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Resident Involvement. HHA employs various strategies to promote public housing resident involvement in HHA's policy development and strategic decision-making processes. HHA encourages residents to become involved through participation in Resident Councils, which operate at most public housing developments. Staff from HHA's Client Services Department provides technical assistance to Resident Council members and help to ensure that third party (League of Women Voters) oversight is in place for the annual election of officers. Each Resident Council meets on a monthly basis to address general and property-specific issues.

Resident Council officers meet as a group with HHA staff quarterly. These meetings provide an opportunity for resident leaders to hear updates on major issues taking place at HHA and within the affordable housing industry nationally. Time is allotted for resident leaders to raise issues or ask questions, which often become the basis for further dialogue. Discussions typically cover issues related to resident participation in governance, safety and security, community service requirements, summer programs, development plans, and job readiness.

Participation in Homeownership. HHA staff work to promote the Family Self-Sufficiency (FSS) Program to public housing and voucher participants. The FSS Program allows participants to establish an interest-bearing escrow account during the five-year program which includes job training, employment counseling, case management services, household skill training, and homeownership counseling. Upon fulfillment of the program, families receive the funds in the escrow account which may be used to purchase housing through the Housing Choice Voucher Homeownership Program.

The Housing Choice Voucher Homeownership Program is a federally funded program that allows families with a Housing Choice Voucher to use the voucher as part of their monthly mortgage payment to purchase a home rather than rent. The Homeownership Program is for first time homebuyers, a person who does not own a home or has not owned a home during the past three years.

2014 Draft Annual Action Plan

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HHA does not have a troubled designation; therefore, it is not necessary for HCDD to provide financial or other assistance to HHA to remove such a designation during the next year.

Discussion

HHA implemented two new policy changes to improve the lives of public housing residents. First, HHA allows residents to request individual relief from surcharges for excess consumption of PHA-purchased utilities and from payment of utility supplier billings in excess of the allowances. Residents may request relief if the family contains members that are susceptible to the health risks due to exposure to heat. Second, as of January 1, 2014, HHA plans to implement a smoke free policy in all public housing units, and other units owned by HHA or an affiliate or instrumentality. Leases or house rules will be revised or amended accordingly.

2014 Draft Annual Action Plan

AP-65 Homeless and Other Special Needs Activities

Introduction

The CoC has updated their strategic plan to outline the goals and strategies for the coming years.

Goal #1: End Chronic Homelessness by 2015

- Create 2500 units of Permanent Supportive Housing (PSH)
- Create a new service delivery model to ensure wrap around services are available in all PSH units.
- Create and implement a new coordinated placement system that identifies and prioritizes the most vulnerable individuals for housing

Goal #2: Prevent and End Veteran Homelessness by 2015

- Use the coordinated placement system to connect veterans to permanent housing with appropriate supports
- Target Veterans Administration Support Housing (VASH) vouchers to the chronically homeless and most vulnerable
- Target Support Services for Veterans Families (SSVF) to rapidly rehouse all other homeless veteran households

Goal #3: Prevent and End Family and Youth Homelessness by 2020

- Expand the Rapid Rehousing program
- Use the coordinated placement system to rapidly reconnect homeless families with permanent housing and supports
- Expand access to quality affordable housing
- Expand access to employment programs

Goal #4: Set a Path to End All Types of Homelessness

- Implement a change management process to support broad system shifts, collaborations, and capacity building
- Support the development of strategy to prevent and end youth homelessness by 2020

The CoC produces annual action plans detailing activities and goals for the coming year. The goals and actions for the next year focus on the continued implementation of the strategies to end chronic and veteran homelessness as well as expansion and standardization of rapid rehousing programs to end family homelessness. Additional activities will be focused on improving rapid re-housing outcomes, generating system-wide performance expectations, and planning for a response to youth homelessness particularly underage/runaway youth as well as youth aging out of foster care. Major activities are outlined below

Continued oversight and development of 750 units of permanent supportive housing

- Host a pipeline committee comprised of major funders to coordinate funding and shepherd new development and turnover of existing units
- Prioritize public and private capital, operating, and service resources to support development including a collaborative RFP

Continued implementation of the integrated care service delivery model for permanent supportive housing units in the pipeline

- Nurture new partnerships between Federally Qualified Health Centers, Mental Healthcare Providers, and Homeless Service Providers
- Explore new funding streams to support integrated care and fully leverage mainstream resources like Medicaid

2014 Draft Annual Action Plan

- Connect integrated care teams to new and existing permanent supportive housing units as they become operational

Implement a coordinated intake, assessment, triage, and central referral system for permanent supportive housing

- Continued active participation in the national 100,000 Homes Campaign to ensure permanent supportive housing units are targeted to the most vulnerable homeless households
- Support the CoC in fully implementing the coordinated placement system in 2014 for permanent supportive housing and rapid rehousing
- Use the Homeless Management Information System (HMIS) to create a central referral system for all permanent supportive housing units
- Assemble and prepare rapid rehousing units for including in the HMIS central referral system

Standardize and expand Rapid Rehousing

- Braid federal, state, and local resources to create a single standardized rapid rehousing model across the CoC
- Participate in planning and implementation activities that will produce a single collaborative rapid rehousing funding process and operation
- Prepare for an additional 1,200+ slots of rapid rehousing in 2015

Implement performance expectations for the entire CoC

- Apply performance standards to all programs operating in the CoC and use performance to determine future funding awards and possible reallocation or repurposing of existing resources in support of the CoC strategic plan

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

HCDD will continue to support organizations that assess the needs of the homeless to create a more robust social service system to address unmet needs. HCDD provides ESG and CDBG funding to social service organizations to assess the needs of homeless persons. In PY 2013, HCDD funded SEARCH's Engagement Services and Healthcare for the Homeless' Project Access to provide over 6,500 homeless persons with needed necessities. In the Request for Proposal (RFP) issued for PY 2013, activities were targeted for funding. One of those targeted activities addresses services for the homeless.

The Coalition for the Homeless Houston/Harris County (Coalition) collaborates with service agencies and others in the public sector to analyze existing needs to identify and address funding gaps. The Homeless Point-In-Time (PIT) Count and the Community Needs Assessment, organized by the Coalition, annually assesses the characteristics of the homeless population in and around Houston. This is important data used by the Coalition and its stakeholders to track the changing needs of the homeless. In PY 2014, HCDD will continue to financially support the Coalition's preparation for the 2014 PIT Count. Additionally, the CoC hosts a minimum of two Consumer Input Forums annually to obtain input on the action plan from current and formerly homeless individuals and families.

A major component of the action plan for the Coalition, as the Lead agency of the CoC, is to develop a coordinated assessment system to improve access to services and ensure appropriate interventions. The Coalition and the Coordinated Assessment Workgroup will take the lead on the following

- Researching best practices and selecting the most appropriate model
- Identifying access points and gathering intake documents/criteria
- Determining Homeless Management Information System (HMIS) applicability
- Negotiating coordinated assessment criteria and develop process/tool

2014 Draft Annual Action Plan

- Developing transition plan and begin implementation
- Linking participation in coordinated intake to funding
- Initiating training and individual technical assistance with agencies implementing coordinated intake

The City will also continue to support the implementation of these efforts by leading the process to actively participate in the national 100,000 Homes Campaign to ensure permanent supportive housing units that are targeted to the most vulnerable households. Part of this implementation included the Houston Registry Week May 5-10, 2013 which resulted in the establishment of the vulnerability index in HMIS.

Addressing the emergency shelter and transitional housing needs of homeless persons

HCDD continues to fund social service agencies providing emergency shelter or transitional housing for homeless individuals and families. Services will include case management, direct rent or utility assistance, and operations costs associated with overnight shelter. HCDD's ESG funding will address emergency shelter and transitional housing needs as discussed later in the section. As part of the planning process for community-wide coordination of ESG implementation and the restructuring of the CoC funding process, the Coalition is collaborating with local ESG recipients to right-size the system of emergency shelter, transitional housing, and rapid re-housing. Action steps include

- Address gaps in emergency shelter provision through restructuring of ESG strategy.
- Focus on conversion of transitional housing and/or shelters to rapid re-housing, transition in place, or permanent supportive housing by
 - Identifying transitional housing programs and shelters interested in or primed for transition, including underperforming CoC-funded programs
 - Providing board training to CoC providers to initiate the transition process and begin a paradigm shift to a housing-centric model
 - Providing technical assistance to help providers in developing conversion plans
 - Providing technical assistance to help providers in the conversion process
 - Incentivizing conversion of renewal scoring or other funding processes

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

HCDD prioritizes multifamily housing activity for homeless and populations with special needs. Housing with supportive services increases assistance (e.g., medical, educational, counseling, etc.) available to residents to help them remain in permanent housing. In PY 2014 HCDD's Multifamily Housing Program anticipates the completion of 4600 Main Street—a former office building that will be redeveloped into 48-units of single room occupancy (SRO) housing primarily for veterans. In addition, HCDD will continue the funding of Temenos Place II and Hamilton Street Residences, both also SRO units. Temenos Place II will have new units that will support the Mayor's homeless initiative to creation of 2,500 new permanent supportive housing units.

HCDD is also committed to braiding federal, state, and local resources in partnership with Harris County and the CoC to expand rapid rehousing for families with children, veterans, and unaccompanied youth. Rapid rehousing assists households to rapidly return to permanent housing by offering short-term case management and financial assistance. This intervention has proven to be more than 80% effective in returning families to housing stabilization. A recent

2014 Draft Annual Action Plan

system mapping exercise performed under HUD technical assistance revealed that approximately 30% (8,100 households in a given year) of Houston's homeless population will require rapid rehousing to stabilize. Currently the system is capable of serving less than 1,000 households. A plan has been developed to braid resources across the CoC and more than double the number of households to be served with rapid rehousing with the intent to leverage the public investment and attract resources for 1,500 households.

The coordinated assessment system, described previously in this section, will act as the process for identifying people who are homeless and most in need of PSH or rapid rehousing, which include people who are chronically homeless, families with children, veterans, and unaccompanied youth.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

HCDD will fund several agencies that deliver homelessness prevention assistance from various federal and state grants, which include

- Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices or are experiencing a hardship that may lead to homelessness
- Security deposits and first month's rent to permit homeless families to move into their own apartment
- One-time mortgage payments

Preventing homelessness, especially family homelessness, is a priority for the City and its partner, the Coalition. The Coalition assists Houston's homeless service providers, many of whom are CDBG and/or ESG subrecipients, to help families implement strategies that keep them stabilized and resolve their financial issues before being identified as "homeless". While local nonprofit and faith-based organizations provide basic needs and rent/utility assistance that divert families at imminent risk, the Coalition's 24/7 homeless services hotline refers and connects families to providers with immediate help and mainstream resources.

As part of the planning process for community-wide coordination of ESG implementation and restructuring of the CoC funding process, the Coalition is collaborating with local ESG recipients. The CoC plans to develop a homelessness prevention eligibility standard to target those most at-risk of becoming literally homeless. This standard will be developed using HUD's ESG eligibility criteria and local data regarding characteristics common among people who are literally homeless. Depending on the level of need of potential clients, the agency initially conducting intake will either admit the person to their program or will conduct a warm hand-off to another homelessness prevention provider in the system that is skilled in meeting the person's needs for housing.

The CoC also plans to execute memorandum of understanding (MOU) with mainstream and other homeless service providers on the behalf of the homelessness prevention system in order to help clients link to mainstream and homeless supportive services outside of the ESG programs. The purpose of developing MOUs is to help clients easily access mainstream services that might have a cumbersome application process or lengthy waitlist. Mainstream services will include those listed in 24 CFR 576.400 (c), as well as those in the SOAR program, and locally-funded programs to assist with increasing income and improving health.

2014 Draft Annual Action Plan

The Coalition, along with local public funding jurisdictions and publicly funded institutions and systems of care that discharge people into homelessness, will create or modify discharge plans to prevent discharging into homelessness by

- Identifying local discharge plans or practices that are leading to homelessness
- Engaging each system and discussing data and alternatives
- Utilizing data to inform broader strategic planning process

The CoC has several discharge policies to coordinate community-wide assistance to address youths aging out of foster care, persons exiting health care and mental health institutions, and persons discharged from correctional institutions.

Discussion

HCDD has established a contractual relationship with the Coalition for the Homeless of Houston/Harris County, Inc. (Coalition) to manage efforts related to addressing chronic homelessness. The City continues to support the Coalition's efforts by providing HCDD staff assistance and CDBG, ESG, HHSP, and Homeless and Housing Bond funding for

- Implementing and operating the Homeless Management Information System (HMIS)
- Developing and implementing a Strategic Plan to End Chronic Homelessness
- Planning and prevention activities
- Homeless Point in Time Count
- Annual Needs Assessment and Gaps Analysis
- Continuum of Care Collaborative Grant Application
- Performance Measurement of CoC funded programs and projects
- Developing Coordinated Access for CoC system
- CoC Steering Committee and work groups

The Coalition continues to administer the Homeless Management Information System (HMIS) for contributing homeless organizations within Houston/Harris County Continuum of Care (CoC). Since its initial implementation in 2004, HMIS has grown to become the major repository of homeless assistance and homelessness prevention data in the community. An increasing number of federal and local funders now require HMIS participation, and its data is regularly used for various aggregated reports and analyses.

The HMIS software is provided by ClientTrack Inc., a privately held company. At the end of 2013, there were 162 programs and 475 individual users actively participating in the HMIS. The Coalition support team included six staff members. The database itself consisted of 181,585 unique client records. A majority of clients served before 2010 were literally homeless individuals, but a large segment now includes the at-risk population assisted by homelessness prevention programs, including HPRP, SSVF, and ESG. Of the 38,628 clients enrolled in any programs during 2013, there were 25,148 literally homeless individuals. The HMIS support team continues to implement a number of proactive data quality measures and it monitors the HMIS system to ensure completeness, accuracy, and standardization in data collection processes. Support specialists work with homeless service agencies by offering ongoing training and technical assistance, individually and in groups. The team also meets the user community representatives in quarterly HMIS forums to share recent developments, discuss data entry obstacles, and plan for any upcoming changes.

During 2013, key activities related to the Houston/Harris County HMIS consisted of participation in the 100,000 Homes Campaign, an effort to identify and help homeless people obtain and maintain permanent housing, and the

2014 Draft Annual Action Plan

Housing Houston's Heroes, an initiative to connect homeless veterans to social services and help them find homes and jobs in the city of Houston. In addition, the Coalition has started to use the HMIS as part of the Coordinated Access implementation in several important ways

- To deploy a new screening tool based on the Vulnerability Index (VI) assessment
- To create the common client-housing registry with priority information (Chronic/VI and Veteran)
- To enable the housing eligibility module that matches clients with the appropriate PSH program

The Coalition is currently working to expand the Coordinated Access assessments and placement tools to include transitional, rapid re-housing, and prevention programs.

2014 Draft Annual Action Plan

AP-70 HOPWA Goals

Table 12 - HOPWA Goals

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	910
Tenant-based rental assistance	424
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	201
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	48
Total	1,583

2014 Draft Annual Action Plan

AP-75 Barriers to affordable housing

Introduction

The 2010-2014 Consolidated Plan lists three *primary* barriers to affordable housing.

Current market conditions. In the past several years Houston has rebounded from the recession quickly with a strong rise in jobs available and a decrease in the unemployment rate, from 8.5% in 2010 to 6.2% in 2013 in the Houston Metropolitan Statistical Area (MSA) (Texas A&M Real Estate Center). With the economy thriving, the demand for affordable housing in Houston has increased due to the continued steady rise of new residents to the Houston area.

Even though interest rates remain low, Houston homebuyers are facing soaring costs due to a tight housing market. Homes available for purchase in the Houston area have decreased, with the total number of residential listings available falling from 36,631 in 2010 to 20,623 in 2013. While inventory is low demand remains high. The falling number of months of inventory is an indicator of the tight housing market which was 3.3 months in 2013 compared to 7.3 months in 2010. Six months of inventory is usually considered a stable housing market. These factors have contributed to the increase in area home prices. Since 2010, the average home price in Houston increased 17.6% to \$245,000 in 2013 and the median home price increased 17.6% to \$179,600 in 2013 (Texas A&M Real Estate Center).

Apartment Data Services reports that between 2010 and September 2013, 22,000 rental units have been built in Houston, but the city added 55,000 more renters during the same period. This contributed to the rise of occupancy rates to 91.5% in 2013 and the 6.6% rise in average rents to \$1,500 in 2013. Although an expected 17,000 multifamily units are to be completed in 2014, availability will remain low.

Deterioration of existing housing stock. Houston's housing stock is aging. Many properties built before 1978 may have environmental hazards such as lead-based paint. Due to remediation and other rehabilitation work required to bring homes to current code standards, repairs and rehabilitation work may be prohibitively expensive for homeowners. With the continued rise in demand for housing and the rising cost to rehabilitate aging single family and multifamily structures, many older, affordable units are being torn down in favor of redevelopment to higher-end housing, especial luxury rentals. According to Apartment Data Services, approximately 2,200 multifamily units were demolished in the 18 month period before September 2013.

Regulation. Impediments to the development of affordable housing may be found in municipal regulations and City ordinances that can inhibit the market from meeting demand. Impediments may also be found in federal regulations. Some of HUD's regulations relating to noise, environmental, or site and neighborhood standards may also serve as a barrier to affordable housing as a part of revitalization efforts. Using dated regulations, which were not intended to apply to majority-minority cities such as Houston, may also present challenges for current affordable housing and mixed-income development.

2014 Draft Annual Action Plan

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The proposed actions to address barriers in PY 2014 are described in more detail below, and other actions to overcome impediments to fair housing are located in the Appendix and titled *Affirmatively Furthering Fair Housing*.

- *Address housing market conditions that inhibit low- and moderate-income persons from obtaining decent housing*
 - Increase affordable housing supply by funding rehabilitation and new construction of affordable rental housing
 - Lower the cost for low- and moderate-income families to achieve homeownership by assisting with downpayment and closing cost assistance
 - Continue housing repair activities to lower the cost of home maintenance and improve housing stock
 - Work with lending institutions to provide services for underserved populations
- *Invest in building code enforcement and lead hazard remediation to abate deterioration of housing stock*
 - Provide lead hazard testing and/or remediation for households participating in the Single Family Home Repair Program
 - Reduce lead-based paint hazards in low- and moderate-income housing units by partnering with HDHHS and providing matching funding for federal grants
 - Engage in code enforcement activities carried out by the City's Department of Neighborhoods to address single family and multifamily property owners' code violations
 - Improve housing stock for low- and moderate-income homeowners through the Single Family Home Repair Program.
- *Strengthen intergovernmental relationships to resolve regulatory issues*
 - Inform and communicate to TDHCA requests for updates to the QAP
 - Coordinate with local HUD officials and request waivers to certain HUD standards, as needed
 - Continually improve HCDD's monitoring and compliance function to detect and address inconsistencies or conflicts among federal, state, and local grant and regulatory requirements
 - Continue to provide technical assistance to nonprofit and for profit affordable housing developers and public service agencies regarding new or changing requirements
 - Continue to refer fair housing complaints to substantially equivalent agencies and the regional HUD office which are equipped and trained to manage such complaints effectively and efficiently
 - Research other potential regulatory barriers and strategize new ways to overcome these barriers as part of the development of the 2015-2019 Consolidated Plan and 2015 Analysis of Impediments.
- *Use education to encourage policy decisions that positively impact affordable housing*
 - Educate city officials and staff about fair housing issues to improve understanding of and the impact of municipal laws and regulations on affordable housing through presentations and meetings organized by HCDD staff
 - Prepare information and materials about impediments impacting affordable housing for use in presentations and meetings organized by or with HCDD staff for stakeholders and community groups
 - Engage fair housing and affordable housing advocates to elevate affordable housing issues in the public

2014 Draft Annual Action Plan

Discussion

HCDD will continue to pursue innovative partnerships, locate additional funding sources, and engage in comprehensive planning efforts with regional entities to decrease and remove barriers to affordable housing and fair housing. HCDD will continue to partner with community leaders, statewide advocates, and citizens to implement CDBG-DR2 investments continuing the unprecedented approach to community involvement. In fall of 2013, HCDD was accepted to be a Program Administrator for the Amy Young Barrier Removal Program to assist persons with disabilities who need modifications to increase accessibility and eliminate hazardous conditions in their home. HCDD will continue to pursue other funding to benefit citizens, like the Amy Young Barrier Removal Program. Also, HCDD will continue to foster collaboration with housing and service providers to enhance existing strategies and implement new strategies to address affordable housing barriers. The City of Houston is committed to improving communities by continuously performing research and analysis, collecting citizen input, and exploring best practices to inform programs and activities and remove barriers to affordable housing.

2014 Draft Annual Action Plan

AP-85 Other Actions

Introduction

The following describes the planned actions or strategies that the City of Houston will pursue in the next year to

- Address underserved needs
- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination

Actions planned to address obstacles to meeting underserved needs

The underserved are LMI households that have a member that is elderly, is a child, has a disability, or has a quality of life limiting medical condition. The underserved also include individuals experiencing homelessness or victims of domestic violence. Characteristics of the underserved population may include fixed incomes, unemployment or underemployment, living in aging housing stock, language barriers, and physical limitations to access services.

Three obstacles to meeting the needs of the underserved are the lack of resources (both program resources and personal resources of the underserved), the lack of service or housing availability, and the lack of knowledge of programs. In PY 2014 HCDD will strive to overcome the three main obstacles of the underserved by

- Leveraging its resources
 - HCDD will continue to implement programs through special grants and to support funding applications for various non-profit agencies. HCDD will continue partnering with housing and service organizations to create 2,500 supportive housing units for the chronically homeless.
 - HCDD will continue to work with HHA to efficiently utilize CDBG-DR2 and entitlement funds to provide housing for extremely low- and low-income residents.
 - HCDD staff will continue to research, apply for, and manage competitive grant opportunities to fund and enhance community development activities in Houston, like the Amy Young Barrier Removal Program.
 - HCDD will research ways in which HCDD activities can receive program income to sustain future community development programming. In addition, programs, like the Municipal, Public and Private Facilities Program, will look into updating the RFP to ensure that projects chosen have leveraged other funding sources with entitlement funds.
- Assisting households increase their income and assets
 - HCDD will continue to fund public services including job training programs and other assistance programs, like childcare, to help individuals secure a job to increase their family income.
 - HCDD's Compliance and Monitoring Division facilitates training and monitors routinely for contractual compliance to ensure that contractors are adhering to Section 3 guidelines to provide job training and employment and contract opportunities to low-income residents.
 - Helping families build assets, the Homebuyer Assistance Program provides financial assistance to income eligible households that otherwise could not afford to purchase a home due to the lack of funds for downpayment and other fees associated with a home purchase.
 - HCDD will continue to look for new ways to create job opportunities for low- and moderate-income persons through existing funding resources. Like the rehabilitation of 806 Main Street into a luxury hotel, HCDD will search for job creation opportunities that would not happen but for Section 108 and EDI funds.
- Making housing and services available for the underserved

2014 Draft Annual Action Plan

- HCDD will prioritize housing and services to those in most need including the elderly and populations with special needs. Rapid re-housing activities using ESG funds will target those who are in need of SSI/SSDI benefits to pay for long-term housing, those who are victims of domestic violence, those who have a history of incarceration, and youth (ages 18-24).
- HCDD will continue to address rental housing needs of the underserved by giving preference to developments that serve the elderly, persons with a disability, or persons who have experienced homelessness in the selection process. Housing developments assisted with entitlement funds will continue to comply with Section 504 requirements to make housing available for persons with disabilities.
- Advertising available services to the underserved
 - HCDD will continue to develop translated materials to reach non-English speaking residents in regards to available programming and general entitlement information.
 - HCDD will explore different methods of outreach to enhance communication with residents who have a disability.
 - To reach the underserved populations, HCDD will strive to hold public hearings in low-income neighborhoods and conduct meetings at agencies that serve special needs populations.

Actions planned to foster and maintain affordable housing

The City of Houston has an inventory of almost 14,000 housing units in over 75 developments, and as a result of federal and local funding sources, over 6,500 of these units are income-restricted. Effective relationships with owners of affordable housing, potential buyers of at-risk housing, advocacy groups, lenders, community groups, and other stakeholders helps to ensure that the number of restricted units is maintained. The City of Houston will continue to lead an effort to develop permanent supportive housing to help end chronic homelessness in Houston. By providing analysis of homeless needs, coordinating with other agencies and funding this effort, the City will encourage affordable housing development with supportive services. The City of Houston will continue to collaborate and partner with public and private housing developers, builders, and finance agencies to foster decent, safe, and affordable housing.

HCDD continuously works to solicit and finance new housing developments that maximize the use of available funds through leveraging, to not only create new affordable rental housing, but also to ensure the preservation of existing rental housing. HCDD is contributing funds to demolish and re-build three existing, outdated affordable housing properties, Wilmington House, Gulf Coast Arms and Villas at Colt Run. This will provide 446 newly constructed, energy-efficient replacement units. The reconstruction work at Wilmington House will increase the number of total units by forty, from 108 to 148 units. In addition, HCDD will preserve affordable units by contributing funding for the rehabilitation of the 223-unit elderly, affordable housing development at Heights Tower and the rehabilitation of the 127-unit single room occupancy (SRO), affordable housing development, Hamilton Street Residences.

HCDD will also create new affordable housing opportunities in Houston. HCDD will provide funding for several housing developments that will add approximately 262 new rental units to the affordable housing inventory in Houston in the next few years. These current developments include The Cottages at South Acres-a 148-unit development of single-family rental homes and cottages for families, Temenos Place II-an 80-unit SRO, Watercrest at Kingwood-a 174-unit mixed-income senior apartment community, and 4600 Main Street-a 48-unit SRO geared toward veterans and rehabilitated from a former office building. In PY 2014 HCDD will continue to pursue funding opportunities to expand and maintain affordable housing in Houston.

2014 Draft Annual Action Plan

Actions planned to reduce lead-based paint hazards

In PY 2014, HCDD will allocate CDBG funds to one lead-based paint related program, the Lead-Based Paint Hazard Control Program managed by the City of Houston Department of Health and Human Services (HDHHS). A description of the activity follows.

Lead-Based Paint Hazard Control Program (LBPHC). HCDD and HDHHS's Bureau of Community and Children's Environmental Health (BCCEH) work closely together to reduce lead hazards. From 1996, HDHHS has received federal funding from the U.S. Department of Housing and Urban Development (HUD) to reduce lead-based paint hazards and establish Healthy Homes principles in low- and moderate-income housing units within the City of Houston. The BCCEH's Lead Program is funded by federal grants, including the Lead Hazard Reduction Demonstration (LHRD) Grant. HCDD will continue to provide HDHHS with CDBG funds to meet the matching requirement for grants that support lead-based paint reduction activities in PY 2014.

With the help of HCDD's CDBG funds as match, BCCEH performs hazard reduction and remediation on approximately 110 units annually. For BCCEH's 2011 LHRD Grant and 2013 LHRD Grant, each a \$3,000,000 federal grant, HCDD pledged to provide \$975,000 to cover matching requirements over the 36 month period of each grant. During PY 2014, HCDD will provide CDBG funding in the amount of \$650,000 to help fund one third of the match requirements for the 2011 LHRD Grant and 2013 LHRD Grant. HDHHS will also continue to provide program guidance, pursue available grant funding, coordinate all grants awarded, train additional inspectors, and hire Certified Lead-Based Paint remediation contractors.

Single Family Home Repair Program Lead Activities. In previous years, the Single Family Home Repair Program contracted with HDHHS to conduct lead-based paint testing on housing units that qualified for rehabilitation under HCDD's single family home repair activities. Recently, the Single Family Home Program has ended the contractual relationship with HDHHS. For CDBG-DR2 homes, HCDD staff will now presume that all homes built before 1978 have lead hazards. This change in process will help ensure that the delivery of repair services will be provided in a timely manner and in the most efficient and healthful way possible.

Actions planned to reduce the number of poverty-level families

Many Houstonians struggle economically and few have a real safety net to prevent them from slipping into poverty. Often relying on payday loans to make ends meet, families are one mortgage payment or utility bill away from poverty. HCDD is committed to preventing poverty through its efforts to not only aid those already in poverty, such as the homeless, but by enabling individuals to increase income, own homes, and build assets.

HCDD supports services that assist poverty-level families in a variety of ways to enable families to gain more income. Support services, such as affordable childcare through SEARCH and the Child Care Council, enable parents to seek education, job training, and become employed in higher waged work. Through continued funding of juvenile delinquency programs which promote job prospects and cultural awareness, youth are encouraged to break the cycle of poverty. In addition, HCDD supports employment services and training to improve the skills of Houstonians and to help find appropriate, decent jobs for individuals in poverty. The Houston Public Library (HPL) Mobile Express, a mobile computer-training lab, brings job training and computer training to underserved communities increasing job prospects for families in poverty.

As the administrator of the ESG and HOPWA funding, HCDD will continue to make financial support available to those at risk of eviction helping those families become stabilized and decrease the number of families plunged into homelessness.

2014 Draft Annual Action Plan

The City of Houston works with other organizations and initiatives to fight poverty and encourage upward mobility. HCDD supports the Coalition for the Homeless as it continues to expand the knowledge of the SSI/SSDI Outreach, Access, and Recovery (SOAR) program. The SOAR program assists in successfully enrolling individuals in disability income benefits which will help to raise the income of those with little to no income available helping to stabilize them. Because ESG funds are only able to cover housing-related expenses, it is critical to achieving successful outcomes that mainstream and other supportive services be part of the rapid re-housing and homelessness prevention system.

HCDD will continue to engage in activities that create jobs available to low-income residents. HCDD will provide training to and monitor contractors ensuring they comply with Section 3 guidelines that provide job training, employment, and contract opportunities to low-income residents. In addition, HCDD has contributed Section 108 and EDI funds for the renovation of an historic building for a new 325-room hotel located at 806 Main. The 22-story luxury hotel will be a JW Marriott and will support downtown growth, preserve a historic asset, and provide much needed hotel rooms while furthering Houston as a tourist and convention destination. The project is expected to create approximately 178 new jobs over a period of time. HCDD will continue to research ways to create jobs through additional economic development opportunities that would not happen but for the use of Section 108 and EDI funds.

For families already living in poverty, HCDD will continue to develop decent and safe housing that is available to families living in poverty. HCDD plans to support the construction of 605 units of Permanent Supportive Housing to benefit chronically homeless individuals, who are living in poverty.

Asset building is an anti-poverty strategy that helps low-income people move toward greater self-sufficiency by accumulating savings and purchasing long-term assets. HCDD's goal is to help families avoid slipping into poverty by enabling them to create positive equity through homeownership. Homeownership is a valuable long-term asset for low- and moderate-income families creating a greater sense of security. Through homebuyer assistance activities, HCDD provides downpayment assistance to homebuyers that would otherwise not be able to invest in a home.

Actions planned to develop institutional structure

Internally, HCDD is comprised of four major functions: Program Areas (Multifamily and Commercial, Single Family, Neighborhood Facilities and Improvements, and Public Services), Financial Services and Administration, Planning and Grants Management, and Compliance and Monitoring Divisions. The current structure highlights HCDD's commitment to ensuring that all functions perform in a concerted manner to guarantee an efficient use of public and private resources with maximum output in the form of accomplishments. Underlying this effort is the recognized need to maintain a high level of coordination on projects involving other City departments and/or outside agencies.

HCDD will address gaps and improve institutional structure using the following strategies

- Reduce and/or alleviate any gaps in services and expedite the delivery of housing and community development improvements (primarily affordable housing) to eligible residents.
 - HCDD will continue to work with the Homeless Coalition to fully implement a coordinated access system for homeless service programs.
 - The Special Assistant to the Mayor for Homeless Initiatives will continue to lead planning efforts related to ending homelessness and to advance permanent supportive housing.
 - HCDD staff expects to evaluate and implement new guidelines for single family home repair activities to upgrade its building standards and create greater efficiencies. In addition, the Single Family Home Repair Program will work with outside contractors to expedite lead testing and rehabilitation activities.

2014 Draft Annual Action Plan

- HCDD intends to add additional qualified staff members to its Multifamily Development section in order to respond more quickly to funding requests and pursue current objectives in a timely manner.
- As the Downpayment Assistance Program transitions under the recent HOME Rule and begins to work with soon to be updated guidelines, HCDD staff will notify the public and those working in the homebuyer industry, such as lenders, to deliver an easy to understand message to introduce the updated guidelines for the Downpayment Assistance Program.
- Use high level of communication and project coordination among City departments and support the City's efforts to revitalize and/or stabilize low- and moderate-income neighborhoods.
 - HCDD is currently in partnership with Health and Human Services, Library, and Parks and Recreations departments, Public Works and Engineering, as well as, the Mayor's Office on a variety of community improvement projects in low- and moderate-income neighborhoods. HCDD will further refine ways to communicate regulations to other city departments which may include additional meetings and desk reviews.
 - HCDD will continue to host interdepartmental meetings on fair housing to enhance the communication between City departments.
- Maintain working relationship with the Houston Housing Authority based on the mutually shared goal of providing suitable housing for low- and extremely low-income residents.
 - In PY 2014 HCDD will work with HHA to implement strategies to end chronic homelessness, to demolish and reconstruct HHA-owned units, and to efficiently utilize CDBG-DR2 funds to provide safe and decent housing for extremely low- and low-income residents.
- Work with and financially support various community housing development organizations (CHDOs) operating in low- and moderate-income neighborhoods to build affordable housing for the elderly, veterans, and other special needs populations.
 - HCDD will continue to work with local organizations to provide technical assistance to housing development organizations.
- Use established partnerships to identify opportunities for joint ventures with agencies that have sources of funding to construct or operate affordable housing.
 - HCDD and HHA will continue to plan joint initiatives in PY 2014 including the deployment of CDBG-DR2 funding and the creation of new permanent supportive housing units to increase the number of housing with available supportive services.
- Continue to cultivate strong working relationships with local financial institutions to ensure the availability of private funding for housing projects and low- and moderate income homebuyers.
 - HCDD will continue to work with the Houston Housing Finance Corporation to develop future housing financing opportunities.
 - HCDD will continue to reach out to realtors associations, including those representing minorities and realtors working in low-income areas of the city, to advertise HCDD's Homebuyer Assistance Program.

Actions planned to enhance coordination between public and private housing and social service agencies

As the lead agency in the Annual Action Plan (Plan) development process, HCDD continues to share a common vision with its partners in the public and private housing and social service sectors. That vision promotes community development and the leveraging of resources to maximize program outcomes.

2014 Draft Annual Action Plan

HCDD will continue to enhance coordination efforts between housing and social service agencies. Some of these efforts are described in the following section

- *Coalition for the Homeless Houston/Harris County.* HCDD funds HMIS, the primary data system maintained by the Coalition used to track information related to the region's homeless population. Such data informs efforts to address the needs of the chronically homeless in the region in cooperation with agencies across several counties. HCDD will support the Coalition's efforts to analyze HMIS data to enhance coordination between service providers and homeless housing providers through the continued development of a coordinated access system. In addition, HCDD financially supports the Coalition's administrative efforts including the coordination of the Point-In-Time Count each year which serves as a basis for federal homeless funding allocations for the CoC.
- *Continuum of Care (CoC).* The CoC brings together local units of government, housing providers, and service providers to strategize and plan for future activities to address homelessness in the Houston area. As a member of the CoC Steering Committee and various CoC workgroups, HCDD will work fully implement a new integrated care service delivery model for permanent supportive housing units by partnering with federally qualified health centers, mental healthcare providers, and homeless service providers.
- *Addressing Homelessness.* HCDD will work to enhance coordination between housing and service providers while leading the effort to implement strategies to end chronic homelessness. As a part of the pipeline committee, HCDD will work with and fund housing providers creating or rehabilitating units that would incorporate services, sometimes on-site of the housing development. With Houston's leadership, HHA has committed to provide rental assistance vouchers for PSH units developed by HCDD, and HDHHS has committed to providing "1115 Waivers" by Medicaid to fund the support services attached to developed PSH units.
- *Economic Development.* As Houston's only Community Based Development Organization (CBDO), HCDD will coordinate with Houston Business Development Inc. (HBDI) to enhance its capacity to provide funding and technical assistance to small businesses owned by or that create jobs for low- and moderate-income persons. HCDD will explore new partnerships with other agencies, like the Houston Redevelopment Authority, to create new opportunities for businesses to provide services in low-income neighborhoods.
- *Community Development Advisory Council (CDAC).* HCDD will enhance coordination between housing and social service providers by hosting members from a variety of public and private housing and social service agencies to discuss ways to most effectively carryout the strategies in the consolidated plan.
- *City Departments.* HCDD partners with other City departments by discussing various issues including fair housing. HCDD will continue to host interdepartmental meetings to plan future City actions that affirmatively further fair housing.

The activities and partnerships with some of the aforementioned organizations span multiple counties (Harris, Fort Bend) and cities (Missouri City, Pasadena). More details about the organizations consulted throughout the planning process are included in the Consultation section of this Plan.

Discussion

The City of Houston is continuously refining its strategies to foster affordable housing, reduce lead-based paint hazards, reduce the number of families in poverty, develop institutional structure, and enhance coordination. By enhancing coordination and developing greater collaboration, the City of Houston will work to create an environment in which affordable housing including supportive housing is supported and encouraged.

2014 Draft Annual Action Plan

Program Specific Requirements

AP-90 Program Specific Requirements

Introduction

The following addresses the program specific requirements for the Annual Action Plan. It includes required information for CDBG, HOME, HOPWA, and ESG.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220.(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Table 13 – CDBG Program Income

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	186,813
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	186,813

Other CDBG Requirements

Table 14 – CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

2014 Draft Annual Action Plan

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220.(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Houston does not use other forms of investment beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

As established in §92.254(a)(5)(ii), HCDD uses recapture provisions for the Homebuyer Assistance Program including when assistance is provided for homebuyer units developed or rehabilitated by CHDOs. The following bullets outline the required minimum affordability period for homebuyers receiving a direct HOME subsidy through HCDD program

- Direct HOME subsidy under \$15,000 has a minimum period of affordability of 5 years
- Direct HOME subsidy between \$15,000 and \$40,000 has a minimum period of affordability of 10 years
- Direct HOME subsidy over \$40,000 has a minimum period of affordability of 15 years

The direct HOME subsidy is the amount of HOME assistance that enabled the homebuyer to buy the unit and may include downpayment, closing cost, interest subsidies, or other direct subsidy that reduced the purchase price from fair market value to an affordable price.

Homebuyer Assistance Program. HCDD's Homebuyer Assistance Program provides downpayment and closing cost assistance to eligible low- and moderate-income homebuyers. Assistance, which is a direct HOME subsidy, is provided as a deferred, forgivable loan. The assisted homebuyer must occupy the property as his/her principal residence through the affordability period. Once the affordability period ends, no recapture restrictions will apply. If the property is sold during the affordability period, HCDD will recapture the entire amount of the direct HOME subsidy provided to the homebuyer before the homebuyer receives a return on the sale. The homebuyer may sell to any willing buyer. HCDD's recapture amount is limited to the net proceeds available from the sale.

If the homebuyer vacates or rents the property during the affordability period, the full amount of the direct HOME subsidy will be immediately due and payable to the City, unless the homebuyer establishes his/her actual residency pursuant to evidence acceptable to the Director.

In the case of default during the affordability period, the City may pursue all remedies available to the City under the loan promissory note, the deed of trust, or other program loan documents. In the development of home purchase agreements, HCDD will utilize the recapture provision, as discussed above: recapture of entire direct HOME subsidy (see HOME Program regulations at 24 CFR 92.254(a)(5)(ii)).

CHDO Program. For homes developed or rehabilitated and sold under the CHDO Program as homeowner housing, HCDD will require homebuyers to participate in HCDD's Homebuyer Assistance Program, as appropriate. All recapture requirements under the Homebuyer Assistance Program will apply. HCDD may also use below market rate mortgage loans for homebuyers purchasing CHDO homes. The interest rate subsidy is subject to the same recapture provisions as the Homebuyer Assistance Program as recorded in the promissory note, deed of trust and any other mortgage documents. The recapture amount is also limited to the net proceeds available from the sale.

2014 Draft Annual Action Plan

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The period of affordability is based upon the direct HOME subsidy to the homebuyer as described in the previous section. The period of affordability is stated in the loan and program documents which include the Loan Note, the Lien, the Statement of Terms and Conditions, and Land Use Restriction. All four of these documents are signed by the homebuyer to ensure compliance during the affordability period.

Recapture is triggered when a default occurs. Each of the following constitutes a default as defined by the loan documents

- Homeowner fails to owner-occupy the property.
- Homeowner transfers any interest in the property through a voluntary or involuntary sale.
- Homeowner fails to follow terms of loan agreements.

Annually, HCDD confirms homeowner compliance by requiring each homeowner to confirm their primary occupancy of the home purchased with federal funds that are still within the affordability period. The default and recapture process is initiated when residency cannot be established.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

In accordance with 24 CFR 92.206(b) and 24 CFR 91.220(c), HCDD permits refinancing of existing HOME financed projects under specific conditions and circumstances.

Applicants must demonstrate that

- Rehabilitation is the primary eligible activity
 - A rehab in which HOME funds are used to reduce any dollars in the capital structure, is considered rehabilitation and refinancing
 - Applicants can demonstrate compliance by reporting a minimum of \$5,000 of rehabilitation per unit
- Property will meet the extended, 15-year affordability period
- The project, based on the included feasibility analysis, can reasonably service the targeted population over the affordability period
- The rehabilitated property will have at least 5 percent of its units designated as disability accessible and 2 percent designated, as appropriate, for use by the visually and hearing impaired
- The new investment being made
 - Maintains current affordable units; creates additional affordable units, or both
 - Funds a project which lies within the limits of the City of Houston
 - Is on a site and within a neighborhood suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and implementing HUD regulations

A rehabilitation project in which all HOME funds are used for construction costs is not considered a refinancing. HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

2014 Draft Annual Action Plan

Housing Opportunities for Persons with HIV/AIDS (HOPWA)

Goals

HCDD solicits proposals for HOPWA sponsors through an RFP process that usually occurs every two years. Selected sponsors are contracted for a one-year period and include a one-year extension. The most recent RFP occurred in fall of 2013 where several agencies were selected as project sponsors for PY 2013 and 2014 allocations.

In PY 2014 HCDD will allocate

- \$1,164,000 for operating costs to provide 249 individuals with permanent and transitional facility-based housing
- \$2,100,000 for supportive services serving 1,500 individuals
- \$2,900,000 for project or tenant-based rental assistance for 424 individuals
- \$1,796,510 for short-term rent, mortgage and utility subsidies for 910 individuals
- \$100,000 to provide resource identification, technical assistance, and housing information for 1,500 individuals

Please note that these are estimated allocations which will be updated as indicated on the HOPWA Budget Page in the Appendix when HCDD receives notification of the HOPWA allocation amount from HUD.

Discussion

HOPWA activities in PY 2014 are expected to serve 4,583 persons who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). HCDD continues to serve as a member of the Ryan White Planning Council (Ryan White), and an HCDD staff member also serves as co-chair of one of the committees under the Council. In addition to receiving critical community health needs information from Ryan White, HCDD staff also meet with HOPWA providers at least twice a year to receive information about the implementation and needs of the current providers. When HCDD receives information stakeholders like Ryan White and from HOPWA providers, HCDD can adjust future funding decisions. For instance, with information from HOPWA providers, HCDD will target funding more to tenant-based rental assistance and less on short-term rent, mortgage and utility subsidies.

2014 Draft Annual Action Plan

Emergency Solutions Grant (ESG)

1. Include written standards for providing ESG assistance (may include as attachment)

Written standards for providing ESG assistance are included in the *Appendix*. The Written Standards have been updated with the assistance of Abt Associates, a OneCPD Technical Assistance provider, and in collaboration with ESG funders within the Continuum of Care.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Continuum of Care (CoC) in the Houston area has established a centralized and coordinated assessment system that meets HUD requirements and is in the process of fully implementing the system. In January 2014, a soft roll out or Phase One of this system was implemented. The system is expecting to begin full implementation by the end of summer 2014. In February 2013, the four local jurisdictions, the Coalition, and the Corporation for Supportive Housing gathered together to discuss strategies around the ESG program and Coordinated Access integration. Plans continue to develop around implementation of Coordinated Access and specifically the utilization of Rapid Rehousing.

Although the CoC's full-scale coordinated assessment system is beginning in stages, ESG homelessness prevention and rapid re-housing programs use common assessments and eligibility criteria, and clients may access homelessness prevention or rapid re-housing services at any point in the system. In order to target the system's limited homelessness prevention resources to those most at-risk of homelessness, in addition to HUD's eligibility criteria, local risk factors for homelessness were used to develop a common assessment. In order to monitor the tool's effectiveness, the CoC tracks clients who are deemed ineligible for homelessness prevention services to see if they access shelter or homeless services. Rapid re-housing programs target four high need population groups that would benefit from the model. As coordinated assessment is fully implemented, all ESG recipients and subrecipients will be integrated and special planning initiative is underway with domestic violence providers.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

HCDD selects projects for funding based on the greatest community need as well as the effectiveness of the organizations assisting the community. The City of Houston awarded funding through a competitive request for proposal process (RFP) in February of 2013. Awards resulted in a 12-month contract with several private non-profit organizations with a renewal option. As it came time to renew applications, several factors were taken into consideration. The ESG program was cut by 25% for the City of Houston. This cut meant that not every program would continue at level funding nor would every program continue to receive funding. Allocations for the renewals were determined based on productivity of the program, utilization rate, and need for service. The City of Houston, despite cuts in funding, continues to allocate more resources to Rapid Rehousing.

HMIS services continue to be funded out of the ESG program, and the Coalition continues to receive funding for the local HMIS.

2014 Draft Annual Action Plan

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Houston meets the homeless participation requirement. The CoC consults with the four ESG jurisdictions bi-monthly. As a part of the planning role of the group, funding recommendations are taken from providers in the CoC's Homelessness Prevention and Rapid Re-Housing Planning and Service Coordination workgroup, Consumer Advisory Council, CoC's Action Plan, and data analysis from HMIS. With this information, ESG jurisdictions, including HCDD, form strategies for funding program types and certain priorities. The Coalition for the Homeless' Consumer Advisory Council is comprised of people who are currently or formerly homeless. In addition, two places on the CoC Steering Committee, which consists of 17 members, are designated for consumer representatives, individuals who have experienced homelessness. Also, the Coalition's Board of Directors, which the City of Houston is a part of, is required to have a representative from the Homeless Services Coordinating Council.

5. Describe performance standards for evaluating ESG.

In consultation with the Coalition and other Emergency Solutions Grants grantees within the CoC, HCDD has developed program standards for Emergency Shelters, Homelessness Prevention, Rapid Re-Housing, and HMIS activities. HCDD is not including performance standards for Street Outreach at this time because members of the CoC are not currently, and will not for PY 2014, fund activities related to Street Outreach. As with the other standards, grantee members of the CoC will refine the performance standards to include those for Street Outreach, if necessary, in the proceeding program years.

For these standards, the initial data collection will be used to create baseline data. Grantees within the CoC have been working to establish community wide standards so that the community as a whole will have common goals. The CoC will measure progress toward those goals on a community level, as well as individual grantee level. HCDD will use the data collected on these outcomes over the following program years to analyze effective programs and establish more measurable standards. The progress toward outcomes will later be used to establish the community standard for achieving those outcomes. The City has completed the first year of funding with the newly established ESG Written Standards. We anticipate more conversation and a thorough examination of performance and outcomes.

ESG standards for performance continue to be based on the outcomes below.

Number and percentage of people exiting to a known place

This outcome will be measured by evaluating HMIS data for client exit. The measure will help improve data quality and provide better information on client outcomes for shelter programs. The goal of this standard is to help the CoC measure and reduce the time people spend homeless by providing a big picture of which program models are successful in reducing and eliminating returns to homelessness for clients. The data will also help the community to better target resources to clients who are returning to homelessness and have the highest needs.

Number and percentage of people assisted in overcoming a specific barrier to obtaining housing

This outcome will be measured by detailing the types of barriers addressed and the steps to decreasing barriers so that clients using emergency shelter have more opportunities to access permanent and transitional housing and rapid re-housing services. HCDD endeavors to reduce the number of people living both on the street and in emergency shelters by reducing barriers. In addition, reducing the barriers will increase the likelihood of positive housing outcomes for clients that are accessing emergency shelter.

2014 Draft Annual Action Plan

Number and percent of people who increase income from entry to exit in emergency housing programs

This outcome will help the community measure the reduction in barriers to housing for clients in emergency shelter. For Homelessness Prevention and Rapid Re-housing, the CoC will use the same performance standards to help measure the success of these interventions for the community. HCDD recognizes that clients who receive Rapid Re-Housing assistance will have a separate set of needs and likely higher barriers to maintaining permanent housing, so the outcome goals will be different, even though the measures for both programs are the same.

Discussion

The City of Houston continues to work together with the CoC and other ESG grantees to review and revise standards of performance and service delivery as needed. As Houston has continued to work with community partners to implement activities under the new ESG regulations, HCDD has come into a few challenges, specifically related to Rapid Rehousing. These challenges include

- The need for workshops and training for HCDD subrecipients in multiple best practices for case management to leverage their ESG funds to the highest degree possible, including but not limited to the following
 - Critical Time Intervention
 - Motivational Interviewing
 - Harm Reduction
- The need for the best financial systems model for Rapid Rehousing
- The need for better guidance on the following
 - Defining those criteria that indicate when a client is ready to leave the program
 - Determining a methodology for evaluating an appropriate level of subsidy for each subrecipient
 - Assessing an approach for implementing housing location choices

The ESG funders workgroup is committed to addressing these challenges and plan to explore best practices in the areas mentioned above.

2014 Draft Annual Action Plan

Appendices

APPENDIX # 1: ADDITIONAL IDIS INFORMATION.....	60
APPENDIX # 2: AFFIRMATIVELY FURTHER FAIR HOUSING.....	76
APPENDIX # 3: MAPS	82
APPENDIX # 4: GRANT APPLICATIONS – SF-424S	97
APPENDIX # 5: CERTIFICATIONS	120
APPENDIX # 6: ESG GUIDELINES	130
APPENDIX # 7: LANGUAGE ASSISTANCE PLAN.....	155
APPENDIX # 8: PUBLIC HEARING NOTICES	177
APPENDIX # 9: PUBLIC COMMENT SUMMARY	183
APPENDIX # 10: WRITTEN COMMENTS AND RESPONSES	185



Appendix # 1: Additional IDIS Information

2014 Draft Annual Action Plan

AP-35 Projects

Project Title	Neighborhood Facilities and Improvements
Project ID	1
Description	<p>This project includes rehabilitation and construction of neighborhood facilities, parks, and other improvements to facilities and infrastructure in low- and moderate-income areas or facilities serving populations primarily consisting of low- and moderate-income individuals or populations with special needs. Facilities may be publically or privately owned and may include parks, medical facilities, and community centers.</p> <p>PY 2014 CDBG funds for neighborhood facilities will be awarded to City departments or nonprofit or for-profit organizations selected through an RFP/application process during the program year. The locations of activities will be determined after subrecipients are selected. The funding of \$6,400,000 includes an estimated \$400,000 in program delivery expenses. Proposed accomplishments for PY 2014 include the completion of 5 school or neighborhood parks and 7 public facilities. Projected CDBG program income in the amount of \$118,123 is estimated to be expended on Neighborhood Facilities and Improvements. The target date for completing these activities is June 30, 2015.</p>
Expected Resources	CDBG: \$6,400,000
Annual Goals Supported	Improve neighborhood facilities
Target Areas	Citywide
Priority Need(s) Addressed	Improvement of neighborhood facilities
Planned Activities	Eligible activities include rehabilitation and construction of various public facilities.
Goal Outcome Indicator	15 Public facility or infrastructure activities other than low/moderate-income housing benefit

2014 Draft Annual Action Plan

Project Title	Single-Family Home Repair
Project ID	2
Description	<p>This project will support repair services for single family homes owned by low- and moderate-income persons. Funding for this project will support HCDD's single family home repair activities including those funded by CDBG and CDBG-DR. CDBG repair activities target special needs populations including seniors and are located within the city limits of Houston. CDBG-DR repair activities will serve homeowners in designated areas, Community Revitalization Areas (CRAs), CRA Outreach Areas, and Target Areas for Disaster Recovery Round II.</p> <p>Project funding includes \$1,500,000 for Single Family Home Repair Program, \$50,000 in relocation, and \$100,000 for project delivery which includes lead-based paint activities like inspection. The target date for completing these activities is June 30, 2015.</p>
Expected Resources	CDBG: \$1,650,000
Annual Goals Supported	<p>Preserve existing housing stock</p> <p>Address and reduce exposure to lead hazards</p>
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for homeowners
Planned Activities	Eligible activities funded in this project include single-family home repair, program delivery, lead-based paint activities, and relocation.
Goal Outcome Indicator	<p>110 Homeowner housing rehabilitated</p> <p>10 Other – Relocation</p>

Project Title	HDHHS Community and Children's Environmental and Health Lead Program Grant Match
Project ID	3
Description	<p>This project funds the City of Houston's Department of Health and Human Services Bureau of Community and Children's Environmental Health lead hazard activities. HCDD provides matching funds for the Lead Hazard Reduction Demonstration (LHRD) and Lead-Based Paint Hazard Control (LBPHC) grants to support the HDHHS's lead hazard activities. Activities include lead inspections and risk assessments. Remediation for single family housing units will be located in the city limits of Houston. During PY 2014, it is estimated that 113 homes occupied by low- and moderate-income families will receive lead hazard reduction/remediation. The target date for completing this activity is June 30, 2015.</p>
Expected Resources	CDBG: \$325,000
Annual Goals Supported	Address and reduce exposure to lead hazards
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for homeowners
Planned Activities	Eligible activities include lead-based paint/lead hazards testing/abatement.
Goal Outcome Indicator	113 Other – Housing units received reduction/remediation

2014 Draft Annual Action Plan

Project Title	Mayor's After-School Achievement Program
Project ID	4
Description	The Mayor's After-School Achievement Program (ASAP) expands after-school opportunities for Houston youth. Administered by the City's Parks and Recreations Department, schools and nonprofit agencies provide after-school programming for elementary and middle school-age youth at approximately 14 sites throughout Houston. During PY 2014, the Mayor's After-School Achievement Program is expected to serve 800 youth from predominately extremely low- and low-income families. The target date for completion is June 30, 2015.
Expected Resources	CDBG: \$290,884
Annual Goals Supported	Provide youth services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	Eligible activities to be funded are youth services.
Goal Outcome Indicator	800 Persons Public service activities other than low/moderate-income housing benefit.

Project Title	Youth Enrichment Program
Project ID	5
Description	The City Parks and Recreation Department administers the Youth Enrichment Program. Educational, recreational, and cultural programs are held at approximately 40 park sites in the city limits from 10 a.m. to 7 p.m. during the summer and in the afternoons from 3 p.m. to 6 p.m. during the school year. This Program is intended to curb youth violence and offer alternative activities for youth. During PY 2014, the Youth Enrichment Program is expected to serve 8,766 youth from low-income families. The target date for completion is June 30, 2015.
Expected Resources	CDBG: \$428,218
Annual Goals Supported	Provide youth services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	Eligible activities to be funded are youth services.
Goal Outcome Indicator	8,766 Persons Public service activities other than low/moderate-income housing benefit.

2014 Draft Annual Action Plan

Project Title	Community-based Mental Health Services
Project ID	6
Description	The City of Houston's Department of Health and Human Services (HDHHS) will contract with a governmental mental health organization to increase the provision of clinical services and improve service coordination through clinical staffing and quality assurance activities. This contract includes the implementation and management of mental health services in a public health model. During PY 2014, this project will serve an estimated 150 low- and moderate-income persons. These services will be located Sunnyside MSC (4605 Wilmgton, 77051), Northside Health Center (8504 Schuller Rd., 77093) and La Nueva Casa de Amigos Health Center (1809 N. Main, 77009). The target date for completion is June 30, 2015.
Expected Resources	CDBG: \$200,000
Annual Goals Supported	Provide health services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	This project, the Community-Based Mental Health Services Initiative (CMHSI), will provide home and community-based services to children/youth who have been diagnosed with a mental illness and those at-risk of developing a mental illness, along with their family members.
Goal Outcome Indicator	150 Persons Public service activities other than low/moderate-income housing benefit.

Project Title	HIV/AIDS Education Program
Project ID	7
Description	The HIV/AIDS Education Program is administered by the Health and Human Services Department (HDHHS). The program objective is to enable HDHHS to expand the City of Houston's HIV/AIDS education program and increase structural support for HIV/AIDS preventative services to high school aged students from low- and moderate-income families. The location of this program will be 8000 N. Stadium Drive, 77054. During PY 2014, the HIV/AIDS Education Program is expected to serve 2,000 high school aged students from 20 high schools. The target date for completion is June 30, 2015.
Expected Resources	CDBG: \$196,885
Annual Goals Supported	Provide health services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	The eligible activities to be funded are health services.
Goal Outcome Indicator	2,000 Persons Public service activities other than low/moderate-income housing benefit.

Project Title	Elderly Service Program
----------------------	--------------------------------

2014 Draft Annual Action Plan

Project ID	8
Description	Funds the provision of social services to support low- and moderate-income senior citizens through an RFP process which is administered by the Health and Human Services Department (HDHHS) to provide transportation and/or home delivered meals. Services will be provided to elderly residents in the city limits. In PY 2014, the Elderly Services Program expects to serve 2,200 seniors. The target date for completion is June 30, 2015.
Expected Resources	CDBG: \$397,115
Annual Goals Supported	Provide elderly services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	The Elderly Services Program provides the following services to seniors: door-to-door transportation and/or home-delivered meals (meals-on-wheels).
Goal Outcome Indicator	2,200 Persons Public service activities other than low/moderate-income housing benefit.

Project Title	Chronic Disease Prevention
Project ID	9
Description	<p>The City of Houston's Department of Health and Human Services (HDHHS) seeks to continue complementary wellness programming for low- and moderate-income seniors with chronic disease.</p> <p>The program is modeled after the Diabetes Health and Wellness Institute at the Juanita J. Craft Recreation Center in Dallas, Texas. During PY 2014, the Chronic Disease Prevention is expected to serve 200 low- and moderate-income seniors. Services will be located at the Third Ward MSC (3611 Ennis, 77004) and Denver Harbor MSC (6402 Market Street, 77020). The target date for completion is June 30, 2015.</p>
Expected Resources	CDBG: \$106,000
Annual Goals Supported	Provide health services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	HDHHS plans to transform existing services to maximize prevention, offer sustained intervention, and coordinate care of those with diabetes and other chronic conditions.
Goal Outcome Indicator	200 Persons Public service activities other than low/moderate-income housing benefit.

2014 Draft Annual Action Plan

Project Title	Re-Entry Program
Project ID	10
Description	The City of Houston's Department of Health and Human Services (HDHHS) will administer a program that increases access to services that will facilitate successful re-entry into society after incarceration. The Program implements strategies to reduce recidivism, increase public safety, and assist ex-offenders to successfully transition back into the community. During PY 2014 the Program expects to serve 125 extremely low-income persons at locations throughout the city. The target date for completion is June 30, 2015.
Expected Resources	CDBG: \$100,000
Annual Goals Supported	Provide public services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	Activities include job readiness, case management, resource referrals, and other general supportive services.
Goal Outcome Indicator	125 Persons Public service activities other than low/moderate-income housing benefit.

Project Title	HPL Mobile Express, Library Department
Project ID	11
Description	The City of Houston's Library Department will provide increased access to services in high-need low- and moderate-income neighborhoods by providing basic library services, technical training, literacy programs, computer training, workforce development training, and access to technology through the Houston Public Library (HPL) Mobile Express. This Program expects to serve 7,250 residents in low- and moderate-income neighborhoods in Houston. The target date for completion is June 30, 2015.
Expected Resources	CDBG: \$98,781
Annual Goals Supported	Provide public services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	The Library Department will administer general public service activities associated with the Mobile Express to increase access to literacy and technology training in low- and moderate-income areas.
Goal Outcome Indicator	7,250 Persons Public service activities other than low/moderate-income housing benefit.

2014 Draft Annual Action Plan

Project Title	Child Care Program
Project ID	12
Description	<p>During PY 2014, HCDD will select a child care administrator through an RFP process to administer a child care program for low- and moderate-income families for up to two years (PY 2014 and PY 2015). The Child Care Council was previously selected to carry out these child care activities and will continue to utilize PY 2013 funding to serve the community during part of PY 2014. The program is intended to provide quality and affordable child care opportunities stimulating the intellectual, social, physical, and emotional development of children while providing parental development to low- and moderate-income families and supporting neighborhood residents in their efforts to become employed and maintain employment.</p> <p>During PY 2014, the estimated number of persons served is 150. Services will be available during at eight locations in the city during PY 2014: Association for the Advancement of Mexican Americans, Chinese Community Center, Community Family Center, Inc. S.H.A.P.E. Community Center, SEARCH Center for the Homeless, Wesley Community Center and YMCAs (at 606 Moody and 705 Cavalcade). Primarily, these activities will serve extremely low- and low-income families. The target date for completing this activity is June 30, 2015.</p>
Expected Resources	CDBG: \$413,000
Annual Goals Supported	Provide public services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	The eligible activity to be funded is child care services.
Goal Outcome Indicator	150 Persons Public service activities other than low/moderate-income housing benefit.

2014 Draft Annual Action Plan

Project Title	Juvenile Delinquency Prevention Program
Project ID	13
Description	<p>During PY 2014, HCDD will select a subrecipient through an RFP process to administer a juvenile delinquency program for low- and moderate-income families for up to two years (PY 2014 and PY 2015). The Child Care Council was previously selected to carry out these activities and will continue to utilize PY 2013 funding during PY 2014. The program is intended to deter juvenile delinquency by focusing on the character development of children and youth. Some outcomes of the program include providing out-of-school youth with work skills, providing structured activities reducing opportunity for youth becoming involved in delinquent activities, and providing youth with positive self-esteem.</p> <p>During PY 2014, the estimated number of persons served is 2,100. Services will be located at approximately nine facilities throughout Houston. Primarily, these activities will serve extremely low- and low-income families. The target date for completing this activity is June 30, 2015.</p>
Expected Resources	CDBG: \$430,800
Annual Goals Supported	Provide youth services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	The eligible activity to be funded is youth services.
Goal Outcome Indicator	2,100 Persons Public service activities other than low/moderate-income housing benefit.

Project Title	Unallocated Public Services
Project ID	14
Description	<p>An RFP will be issued in PY 2014 for public service projects, and private non-profit agencies will be selected soon thereafter. The locations of activities will be determined after subrecipients are selected. These public services will likely fund homeless services, job training, and other public services activities. These activities will primarily serve extremely low- and low-income families. Projected CDBG program income in the amount of \$31,328 is estimated to be used for public service activities. The target date for completing these activities is June 30, 2015.</p>
Expected Resources	CDBG: \$597,785
Annual Goals Supported	Provide public services
Target Areas	Citywide
Priority Need(s) Addressed	Public service needs
Planned Activities	Eligible activities will be a variety of public service activities which may include employment training and homeless services.
Goal Outcome Indicator	100 Persons Public service activities other than low/moderate-income housing benefit.

2014 Draft Annual Action Plan

Project Title	Legal Staff for Code Enforcement
Project ID	15
Description	This project funds title searches associated with the Department of Neighborhoods code enforcement activities to increase the safety and security of low- and moderate-income neighborhoods. During PY 2014, it is estimated that title searches will be performed on 200 properties located in Community Reinvestment Areas. The target date for completing this activity is June 30, 2015.
Expected Resources	CDBG: \$186,390
Annual Goals Supported	Maintain neighborhood integrity
Target Areas	Areas for Community Reinvestment
Priority Need(s) Addressed	Neighborhood needs
Planned Activities	Funding will be used to pay for title searches for properties receiving code enforcement citations including housing units, businesses, and vacant property.
Goal Outcome Indicator	200 Housing code enforcement/Foreclosed property care

Project Title	Code Enforcement
Project ID	16
Description	This project funds code enforcement site visits conducted by the Department of Neighborhoods increasing the safety and security of low- and moderate-income neighborhoods. Code enforcement staff will evaluate and assess properties that may have violated the City's building codes and pose a threat to the health and safety of low- and moderate-income neighborhoods. During PY 2014, it is estimated City staff will perform 20,000 site visits in Community Reinvestment Areas. The target date for completing this activity is June 30, 2015.
Expected Resources	CDBG: \$2,386,718
Annual Goals Supported	Maintain neighborhood integrity
Target Areas	Areas for Community Reinvestment
Priority Need(s) Addressed	Neighborhood needs
Planned Activities	These code enforcement activities include inspection of multiple types of property including housing units.
Goal Outcome Indicator	20,000 Housing code enforcement/Foreclosed property care

2014 Draft Annual Action Plan

Project Title	CDBG Administration
Project ID	17
Description	This project will fund HCDD's legal oversight, planning, compliance, and financial activities which ensure proper use of CDBG funds. Projected CDBG program income in the amount of \$37,362 is estimated to be used for planning and administration activities. This is an administration activity and will be located at 601 Sawyer, Suite 400, 77007. The target date for completing this activity is June 30, 2015.
Expected Resources	CDBG: \$4,543,193
Annual Goals Supported	<ul style="list-style-type: none"> Preserve existing housing stock Address and reduce exposure to lead hazards Provide youth services Provide health services Provide public services Provide elderly services Provide homeless services Improve neighborhood facilities Maintain neighborhood integrity Provide job services for persons with disabilities Provide job services for low-mod income persons Assist businesses
Target Areas	Citywide
Priority Need(s) Addressed	<ul style="list-style-type: none"> Assistance for homeowners Homeless needs Public service needs Improvement of neighborhood facilities Neighborhood needs Economic development needs
Planned Activities	This Project funds planning, administration, and oversight activities associated with and in support of the CDBG Program.
Goal Outcome Indicator	N/A

2014 Draft Annual Action Plan

Project Title	Multifamily Housing Program
Project ID	18
Description	<p>HCDD's Multifamily Housing Program will expand access to and improve the quality of multifamily rental housing for low- and moderate-income residents through multifamily housing acquisition, rehabilitation, and new construction projects. Relocation assistance to households will also be provided as required. It is estimated that 253 rehabilitated or newly constructed units will be completed during PY 2014.</p> <p>The Multifamily Housing Program emphasizes creating permanent supportive housing to support the Mayor's initiative to dramatically reduce or end chronic and veterans' homelessness using PY 2014 funds. The location of projects using PY 2014 funds is not yet determined. An RFP was issued during PY 2013. It is anticipated that projects using PY 2014 funding will be selected from the RFP process in PY 2013 and/or an RFP issued during PY 2014. Projects within the Community Reinvestment Areas will be given preference during the selection process.</p> <p>Projected HOME program income in the amount of \$81,849 is estimated to be used for the Multifamily Housing Program. The estimated completion date for expending these funds is 2016.</p>
Expected Resources	HOME: \$5,301,777 and CDBG: \$3,415,201
Annual Goals Supported	Increase supply of affordable rental housing
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for renters
Planned Activities	Planned activities for the Multifamily Housing Program include acquisition, new construction, rehabilitation, and relocation in support of creating and preserving affordable rental housing units.
Goal Outcome Indicator	253 Rental units rehabilitated

2014 Draft Annual Action Plan

Project Title	Homebuyer Assistance Program
Project ID	19
Description	HCDD improves the affordability of homeownership for low- and moderate-income residents by providing deferred, forgivable loans in the form of downpayment and closing cost assistance. The Homebuyer Assistance Program is estimated to provide housing assistance to 70 low- and moderate-income households buying homes located within the city limits of Houston in PY 2013. The expected resources include \$100,000 in program delivery. The proposed target date for completing this activity will be June 30, 2015.
Expected Resources	HOME: \$1,100,000
Annual Goals Supported	Increase affordable homeownership
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for homebuyers
Planned Activities	HCDD will fund homebuyer assistance loans including downpayment and closing costs for qualified applicants and program delivery costs associated with the program.
Goal Outcome Indicator	70 Direct financial assistance to homebuyers

Project Title	HOME Program Administration
Project ID	20
Description	Planning and administration activities associated with and in support of the HOME Investment Partnerships Program. The allocation for planning and administration activities will be used to ensure compliance with HOME Program requirements. Projected HOME program income in the amount of \$9,094 is estimated to be used for planning and administration activities. This is an administration activity and will be located at 601 Sawyer, Suite 400, 77007. The proposed target date for completing this activity will be June 30, 2015.
Expected Resources	HOME: \$711,085
Annual Goals Supported	Increase supply of affordable rental housing Increase affordable homeownership
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for renters Assistance for homebuyers
Planned Activities	This Project funds planning and administration activities associated with and in support of the HOME Investment Partnerships Program.
Goal Outcome Indicator	N/A

2014 Draft Annual Action Plan

Project Title	HOPWA – Sponsor Activity
Project ID	21
Description	Funding for organizations and City departments that administer programs and projects that prevent homelessness and increase access to decent, affordable housing to those affected by HIV/AIDS. HCDD will allocate \$1,164,000 for operating costs, \$2,100,000 for supportive services, \$2,900,000 for project or tenant based rental assistance, \$1,796,510 for short term rent, mortgage and utility subsidies, and \$100,000 in resource identification/technical assistance/housing information. HCDD selected several nonprofit agencies in an RFP process in PY 2013 to administer services for up to two years. These activities are expected to serve 4,583 persons who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2015.
Expected Resources	HOPWA: \$8,060,510
Annual Goals Supported	Provide assistance to persons affected by HIV/AIDS
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for renters Assistance for homeowners Public service needs
Planned Activities	Planned activities include operating costs, supportive services, project or tenant based rental assistance, short-term rent, mortgage and utility assistance, and resource identification/technical assistance/housing information.
Goal Outcome Indicator	4,583 Other – Supportive services / Housing information and referral, HIV/AIDS housing operations, Tenant-based rental assistance/Rapid rehousing

2014 Draft Annual Action Plan

Project Title	HOPWA Grantee Administration
Project ID	22
Description	Grantee administration is funding for HCDD administration and oversight of the HOPWA project sponsors. This is an administration activity and will be located at 601 Sawyer, Suite 400, 77007. The target date for completing these activities is June 30, 2015.
Expected Resources	HOPWA: \$268,683
Annual Goals Supported	Provide assistance to persons affected by HIV/AIDS
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for renters Assistance for homeowners Public service needs
Planned Activities	The eligible activity is administration in the HOPWA Program.
Goal Outcome Indicator	N/A

Project Title	HOPWA Project Sponsor Administration
Project ID	23
Description	This is funding for HOPWA Project Sponsor Administration costs associated with providing housing services to people affect by HIV/AIDS. The target date for completing these activities is June 30, 2015.
Annual Goals Supported	Provide assistance to persons affected by HIV/AIDS
Expected Resources	HOPWA: \$626,928
Target Areas	Citywide
Priority Need(s) Addressed	Assistance for renters Assistance for homeowners Public service needs
Planned Activities	The eligible activity is administration in the HOPWA Program.
Goal Outcome Indicator	N/A

2014 Draft Annual Action Plan

Project Title	ESG
Project ID	24
Description	<p>Emergency Solutions Grant (ESG) funds support nonprofit organizations that help homeless persons and persons at risk of becoming homeless by providing emergency shelter, housing relocation, and stabilization services. HCDD will allocate \$80,000 for HMIS, \$675,000 for Emergency Shelter, \$325,000 for Homeless Prevention, \$554,908 for Rapid Re-Housing to support and stabilize homeless persons or those at risk of becoming homeless, and \$132,560 for Administration. In addition, \$550,000 in CDBG matching funds will support ESG subrecipients' activities. HCDD will select subrecipients through an RFP process by fall of 2014 for PY 2014 funding. Selected subrecipients will be located throughout the City of Houston. The estimated number of primarily extremely low-income persons to be served through these activities is 4,650.</p> <p>Funds will be used to support the Homeless Management Information System (HMIS). The Coalition of the Homeless of Houston/Harris County (Coalition) administers the HMIS in the Houston region. This funding will support organizations using the HMIS to increase efficiency and effectiveness of serving homeless individuals. The estimated number of individuals' records maintained via HMIS during PY 2014 is 20,000. HMIS and the agencies utilizing the database serve a majority of individuals that are extremely low-income. HMIS is administered at the Coalition for the Homeless Houston/Harris County located at 600 Jefferson, Suite 2050, 77002.</p> <p>Funds will also be used to support HCDD staff responsible for oversight of nonprofit subrecipients providing ESG funded services. This is an administration activity and will be located at 601 Sawyer, Suite 400, 77007.</p> <p>The target date for completing these activities is June 30, 2015.</p>
Expected Resources	ESG: \$1,767,468 CDBG: \$550,000
Annual Goals Supported	Provide homeless services Prevent homelessness and support rapid re-housing
Target Areas	Citywide
Priority Need(s) Addressed	Homeless needs
Planned Activities	The eligible activities include Emergency Shelter, Homeless Prevention, Rapid Re-Housing, HMIS, and administration in the ESG Program.
Goal Outcome Indicator	75 Tenant-based rental assistance/Rapid rehousing 75 Homelessness prevention 4,500 Homeless person overnight shelter 20,000 Other – HMIS records maintained



Appendix # 2: Affirmatively Further Fair Housing

2014 Draft Annual Action Plan

Affirmatively Further Fair Housing

HCDD Objectives and Fair Housing. HCDD provides services and activities in a nondiscriminatory manner and affirmatively furthers fair housing by ensuring fair and equal housing opportunities and services in each of its programs and activities. As a federally-funded grant recipient, the City of Houston is obligated not to discriminate in housing or services, directly or indirectly, on the basis of race, color, religion, sex, national origin, familial status, or disability. In addition, the City complies with civil rights-related laws and regulations designed to protect each individual's right to fair housing and equal opportunity. Fair housing and equal opportunity principles are fundamental to healthy communities, and fair housing strategies are important in HCDD's overall planning and development process.

Fair Housing elements are considered in all of HCDD funded activities. Each HCDD activity has at least one of the following objectives: Decent Housing, Suitable Living Environment, or Economic Opportunity. Not only do these three objectives endeavor to further fair housing, but each of HCDD's programs and proposed activities contain actions that fundamentally expand housing choice.

This year's proposed activities outlined in the AP-38 Projects section of this Plan address HCDD's objectives and priority needs with respect to protected classes in several ways. The Homebuyer Assistance Program works closely with approved Homebuyer Education Counseling Agencies and Community Development Corporation's that work in predominately minority areas to promote homebuyer education and participation in the Homebuyer Assistance Program. The 2010-2014 Consolidated Plan identified a need for additional multifamily rental units for persons with disabilities and elderly persons, as well as permanent supportive housing units for homeless persons (page 66, 2010-2014 Consolidated Plan). The Multifamily Housing Program prioritizes affordable housing that serves persons with disabilities, elderly persons, and homeless persons. In addition, the Multifamily Housing Program is currently financing the new construction or rehabilitation of four housing developments that serve families, Villas at Colt Run, Cottages at South Acres, Wilmington House, and Gulf Coast Arms.

Since funding is used for new construction in several programs, HCDD ensures developers are aware of new construction accessibility requirements within the Federal Fair Housing Act, Section 504, and Section 3 by placing information in the RFP and the appropriate contracts, as well as by reviewing the requirements during pre-proposal and post-proposal meetings. HCDD supplies technical assistance regarding the Fair Housing Act, Section 504, and Section 3 to development partners as needed.

Progress towards Meeting the Needs of Protected Classes. HCDD's assistance activities target minorities, persons with disabilities, and other protected classes to help meet the needs of these populations. The statistics show measurable progress in addressing the needs of protected classes from housing assistance provided in the most recent completed program year. As stated in the 2012 CAPER,

HCDD assisted the following with CDBG funds in PY 2012

- 14,739 non-white persons (53% of the total served with CDBG)
- 4,923 persons of Hispanic decent (18% of the total served with CDBG)

HCDD assisted the following households with homebuyer assistance in PY 2012

- 75 homebuyers were non-white (46% of the total assisted with homebuyer assistance)
- 70 homebuyers were of Hispanic decent (43% of the total assisted with homebuyer assistance)

2014 Draft Annual Action Plan

HCDD assisted the following with ESG funds in PY 2012

- 1,055 non-white persons (67% of the total served with ESG)
- 364 persons of Hispanic decent (23% of the total served with ESG)

Using HOME and CDBG funding, the Multifamily Housing Program completed 526 restricted rental units in PY 2012 available for LMI households including

- 158 units for families (158 City of Houston restricted units)
- 398 units for seniors and the elderly and persons with disabilities (53 City of Houston restricted units)

The Single Family Home Repair Program made a major effort during PY 2013 to work with citizens and stakeholders in DR2 Outreach Areas, neighborhoods with large minority concentrations, to publicize the CDBG-DR2 home repair program available to homeowners. Continued efforts will be made to reach out to minority populations through advertising and education.

Description of Geographical Areas. In PY 2014, HCDD will direct assistance to various areas throughout the City of Houston. The proposed community development programs and activities will be directed to LMI areas including areas of minority concentration. In PY 2012 City Council approved the Areas for Community Reinvestment. This area is made up of 39 Super Neighborhoods identified through data analysis using six characteristics: LMI population, Land Assemblage Redevelopment Authority (LARA) owned lots, HCDD funded investments, concentration of multifamily housing stock, designated demolition sites, and Houston CIP projects. Many areas of the city with a high minority population are located in the Areas for Community Revitalization. HCDD expects to expend entitlement grant funds within these boundaries through a variety of eligible activities including public facilities, code enforcement, and housing activities.

HCDD will also direct assistance, mostly using CDBG-DR2 funding, to Community Revitalization Areas (CRAs). After an extensive engagement process with citizens, stakeholders, advocates, and governmental entities, HCDD developed the map titled, "Community Revitalization Areas (CRAs), CRA outreach Areas, and Target Areas for Disaster Recovery Round II". These CRAs serve as target areas for CDBG-DR2 expenditures. These areas include areas that are historically racially and/or ethnically minority concentrated. Although these areas have substantial minority concentration, they have shown economic improvement within the past few years with increasing land values and increasing median income. Over the next few years, HCDD will greatly improve these areas using CDBG-DR2 funding for single family home repair, affordable housing development, and infrastructure improvement to spur investment with the goal of revitalizing these minority concentrated areas.

Summary of the 2010 Analysis of Impediments. As a part of the 2010-2014 Consolidated Plan, HCDD conducted the *2010 Analysis of Impediments to Fair Housing (AI)* identifying the impediments and barriers to fair housing in Houston, Texas. The following are the impediments to fair housing choice from the AI that were proposed to be addressed in PY 2014

- Impediments 1-4: Discrimination – Disability/Race/National Origin/Families with Children
- Impediment 6: Lack of Affordable Housing
- Impediment 9: Affordability
- Impediment 11: Predatory Lending Practices
- Impediment 17: Low Educational Attainment among African Americans and Hispanics
- Impediment 18: Lack of Financial Literacy
- Impediment 19: Lack of Income

2014 Draft Annual Action Plan

PY 2014 Program Activities Addressing Identified Impediments. The following illustrates how identified impediments will continue to be addressed by ongoing HCDD programming and activities.

- Discrimination (#1-4)
 - The Homebuyer Assistance Program has an approval process for Authorized Lenders which requires participation in broad marketing and outreach efforts to encourage the participation of members of protected classes including minority persons, persons with disabilities, persons with limited English proficiency, and families with children, an agreement not to discriminate, and an acknowledgement that predatory lending is not acceptable. HCDD staff continues to hold workshops with community stakeholders to recruit lenders and encourage participation in the Homebuyer Assistance Program while educating the attendees about illegal real estate practices.
 - The Multifamily Housing Program selects development proposals that have an approved affirmative marketing plan. An affirmative marketing plan illustrates how developers will actively solicit and educate potential tenants, who are least likely to apply for housing, about available affordable housing opportunities. The goal of affirmative marketing is to ensure that eligible persons from of all racial, ethnic, national origin, religious, familial status, and gender groups as well as persons with disabilities are informed about vacant units, encouraged to apply for units, and given the opportunity to rent the unit of their choice.
 - The Municipal, Public, and Private Facilities Program may work with the City's General Service Administration to enhance accessibility in public buildings. The Program will also provide funding to assist in creating new or rehabbing existing neighborhood facilities or parks in minority areas of the city.
 - HCDD will continue to partner with economic development organizations that will bring new and enhanced services to minority concentrated areas. For instance, HCDD is working with Houston Redevelopment Agency (HRA) to fund a new grocery store in a racially concentrated neighborhood, which will bring fresh fruits and vegetables to a neighborhood that is currently considered a food dessert.
- Lack of Affordable Housing (#6) and Affordability (#9)
 - The Multifamily Housing Program funds housing developers to construct and renovate rental housing, increasing the number of decent, affordable housing units available for low- and moderate-income households. In addition, the Multifamily Housing Program targets populations with special needs, specifically persons with a disability or seniors.
 - The Homebuyer Assistance Program provides financial assistance to income-eligible homebuyers, lowering the cost-barrier to homeownership and making more homes affordable to low- and moderate income households who are members of the protected classes.
 - The Single Family Home Repair Program provides financial assistance to existing low-income homeowners, many who are members of protected classes, to lower the cost of short-term and long-term home maintenance, keep homeownership affordable, and improve the housing stock.
- Low educational attainment (#17)
 - HCDD's public service activities help to fund educational and afterschool programs that provide computer classes, job training, tutoring, and GED preparation to members of protected classes. In addition to youth programs, the Houston Public Library (HPL) Mobile Express offers workforce development training, family literacy programs, digital literacy support, after school support, and educational support services in many areas of the city that have predominately minority populations. Goodwill Industries will also support job training and readiness activities for low- and moderate-income persons, many of which are African American or Hispanic.

2014 Draft Annual Action Plan

- Lack of Income (#19)
 - The Homebuyer Assistance Program provides financial assistance to eligible low- and moderate-income households, including households with members of protected classes, that otherwise could not afford to purchase a home due to the lack of funds for downpayment and other fees associated with a home purchase.
 - HCDD's Compliance and Monitoring Division facilitates training and monitors routinely for contractual compliance to ensure that contractors are adhering to Section 3 guidelines to provide job training, employment and contract opportunities to low- and very-low income residents.
 - Federal Labor Standards will be monitored for all HCDD construction projects, ensuring that fair labor standards, including, but not limited to the Davis-Bacon prevailing wage rates, are applied where required.
 - HCDD continues to partner with Houston Business Development Inc. (HBDI) to provide small business development loans to low-income persons.

PY 2014 Actions to Overcome Impediments. In addition to addressing the identified impediments listed in the AI through HCDD's ongoing programming and activities as listed above, HCDD will carry out the following strategies and actions in PY 2014 to overcome identified impediments

- HCDD will raise visibility of fair housing issues to combat discrimination of protected classes (#1-4) by
 - Promoting April as Fair Housing month.
Outcome: Work with area agencies to promote fair housing, especially in April, to educate citizens and/or City staff about their fair housing rights.
 - Marketing fair housing information to reach a wide variety of people.
Outcome: Advertise in various forms of media that may include radio, print, posters, online or advertisements in utility bill statements to educate citizens about their fair housing rights.
 - Conducting Fair Housing trainings/workshops/presentations twice a year.
Outcome: Stress the importance of fair housing information to citizens, stakeholders, or staff during at least 2 trainings/workshops/presentations.
 - Receive other sources of funding to enhance fair housing outreach activities in the community.
Outcome: Increased fair housing education and outreach in the community through the application to and receipt of funds from the Fair Housing Initiatives Program (FHIP).
 - Answering calls from the public about landlord and tenant relations and fair housing issues.
Outcome: Respond to every fair housing hotline call, from 50 to 150 calls per month.
 - Developing and completing the updated 2015 Analysis of Impediments.
Outcome: Citizens and stakeholders will have the opportunity to assist in the development of and review of the updated 2015 Analysis of Impediments to influence the fair housing priorities and strategies for the next five years which is intended to prevent discriminatory actions toward protected classes.
- HCDD will increase access to and the number of affordable units (#6 and 9) by
 - Assisting homeowners who are members of protected classes with downpayment assistance and assisting developers with funding for construction or rehabilitation of affordable units.
Outcome: Assist 70 households with down payment assistance loans and create or rehabilitate 278 units of rental housing for LMI households.
- HCDD will combat predatory lending practices (#11) and enhance the availability of financial literacy opportunities (#18) by
 - Partnering with area organizations and stakeholders to expand financial literacy education and initiatives.

2014 Draft Annual Action Plan

Outcome: Research partnership opportunities, which may include providing facilities for meeting space to financial literacy initiatives and advertising to the public about financial literacy opportunities.

Outcome: Ensure that Homebuyer Assistance Program participants attend an 8-hour home buying course which includes financial literacy information before buying a home.

- Participate in community workshops and other homebuyer events

Outcome: Educating the public about HCDD's Homebuyer Assistance Program while promoting financial literacy to the community.

- HCDD will combat unethical and illegal lending practices (#11) by

- *Reviewing and analyzing Home Mortgage Disclosure Act (HMDA) lending data.*

Outcome: Publishing an analysis of local lending data that may reveal potential discriminatory practices to the community as part of the updated 2015 Analysis of Impediments.

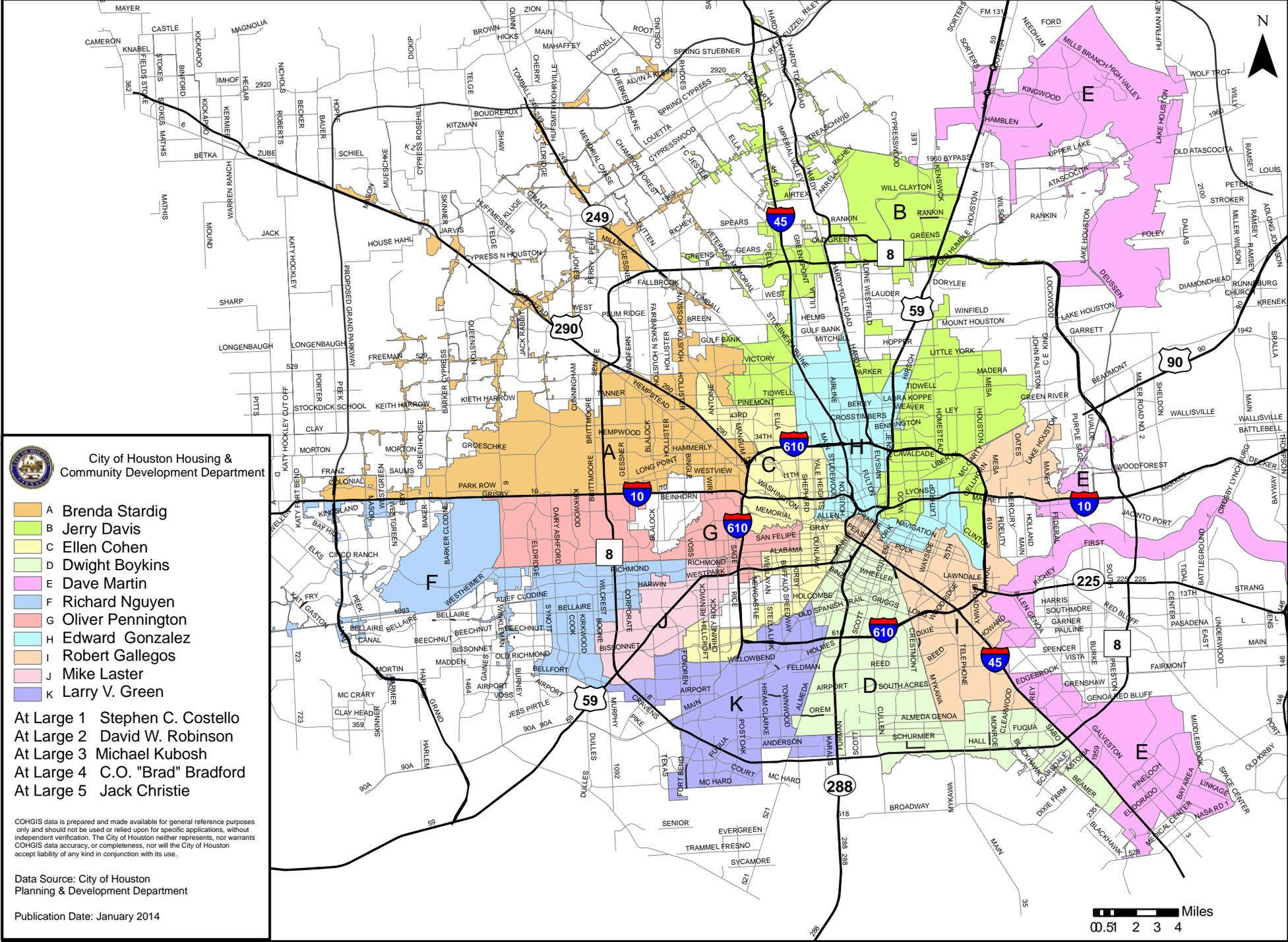
Funds to Address Fair Housing. In PY 2014, HCDD will continue to fund the salary for a full time employee in HCDD's Planning and Grants Management Division who focuses on educating the public about matters involving landlord and tenant relations and fair housing issues and answering their questions. Administrative funds will also be used to fund other HCDD employees that assist with a variety of activities supporting fair housing which include: updating and creating fair housing materials, analyzing data from the fair housing call center, monitoring for Section 3 and Labor Standards requirements, and distributing information about the benefits of and the available opportunities for affordable housing in Houston and its neighborhoods.

HCDD will set aside \$100,000 for the PY 2014 budget to assist in funding the salary of the full time employee answering the Landlord/Tenant and Fair Housing Hotline, expenses related to translation and printing of HCDD promotional materials, and expenses related to creating the updated 2015 Analysis of Impediments.



Appendix # 3: Maps

City of Houston City Council Districts



City of Houston Housing & Community Development Department

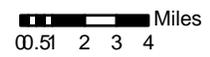
- A Brenda Stardig
- B Jerry Davis
- C Ellen Cohen
- D Dwight Boykins
- E Dave Martin
- F Richard Nguyen
- G Oliver Pennington
- H Edward Gonzalez
- I Robert Gallegos
- J Mike Laster
- K Larry V. Green

- At Large 1 Stephen C. Costello
- At Large 2 David W. Robinson
- At Large 3 Michael Kubosh
- At Large 4 C.O. "Brad" Bradford
- At Large 5 Jack Christie

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

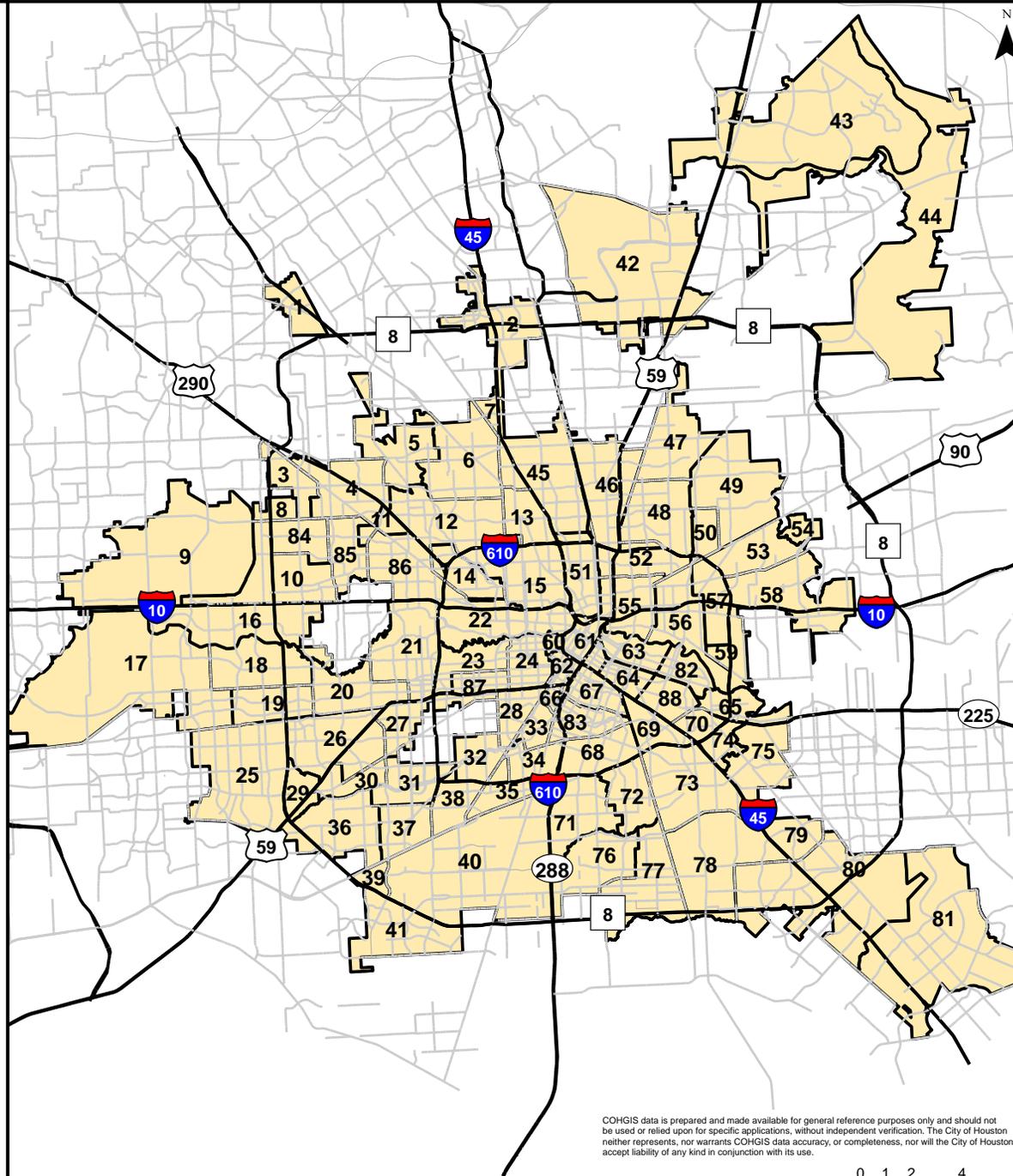
Data Source: City of Houston Planning & Development Department

Publication Date: January 2014



Super Neighborhoods in City of Houston

- 1 Willowbrook
- 2 Greater Greenspoint
- 3 Carverdale
- 4 Fairbank
- 5 Greater Inwood
- 6 Acres home
- 7 Hidden Valley
- 8 Westbranch
- 9 Addicks Park Ten
- 10 Spring Branch West
- 11 Langwood
- 12 Oak Forest / Garden Oaks
- 13 Independence Heights
- 14 Lazy Brook / Timbergrove
- 15 Greater Heights
- 16 Memorial
- 17 Eldridge / West Oaks
- 18 Briarforest Area
- 19 Westchase
- 20 Woodlake / Briar meadow
- 21 Greater Uptown
- 22 Washington Avenue / Memorial
- 23 Afton Oaks / River Oaks Area
- 24 Neartown - Montrose
- 25 Alief
- 26 Sharpstown
- 27 Gulfton
- 28 University Place
- 29 Westwood
- 30 Braeburn
- 31 Myerland Area
- 32 Braeswood Place
- 33 Medical Center Area
- 34 Astrodome Area
- 35 South Main
- 36 Greater Fondren SW
- 37 Westbury
- 38 Willowmeadows / Willowbend Area
- 39 Fondren Gardens
- 40 Central Southwest
- 41 Fort Bend / Houston
- 42 IAH / Airport
- 43 Kingwood Area
- 44 Lake Houston



- 45 Northside / Northline
- 46 Eastex / Jensen Area
- 47 East Little York / Homestead
- 48 Trinity / Houston Gardens
- 49 East Houston
- 50 Settegast
- 51 Northside
- 52 Kashmere Gardens
- 53 El Dorado / Oates Prairie
- 54 Hunterwood
- 55 Greater Fifth Ward
- 56 Denver Harbor / Port Houston
- 57 Pleasantville Area
- 58 Northshore
- 59 Clinton Park Tri-Community
- 60 Fourth Ward
- 61 Downtown
- 62 Midtown
- 63 Second ward
- 64 Greater Eastwood
- 65 Harrisburg / Manchester
- 66 Binz
- 67 Greater Third Ward
- 68 OST / South Union
- 69 Gulfway / Pine Valley
- 70 Pecan Park
- 71 Sunnyside
- 72 South Park
- 73 Golfcrest / Belfort / Reveille
- 74 Park Place
- 75 Meadow Brook / Allendale
- 76 South Acres / Crestmont Park
- 77 Minnetex
- 78 Greater Hobby Area
- 79 Edgebrook Area
- 80 South Belt / Ellington
- 81 Clear Lake
- 82 Magnolia Park
- 83 Macgregor
- 84 Spring Shadows
- 85 Spring Branch Central
- 86 Spring Branch East
- 87 Greenway / Upper Kirby Area
- 88 Lawndale / Wayside

Super Neighborhoods

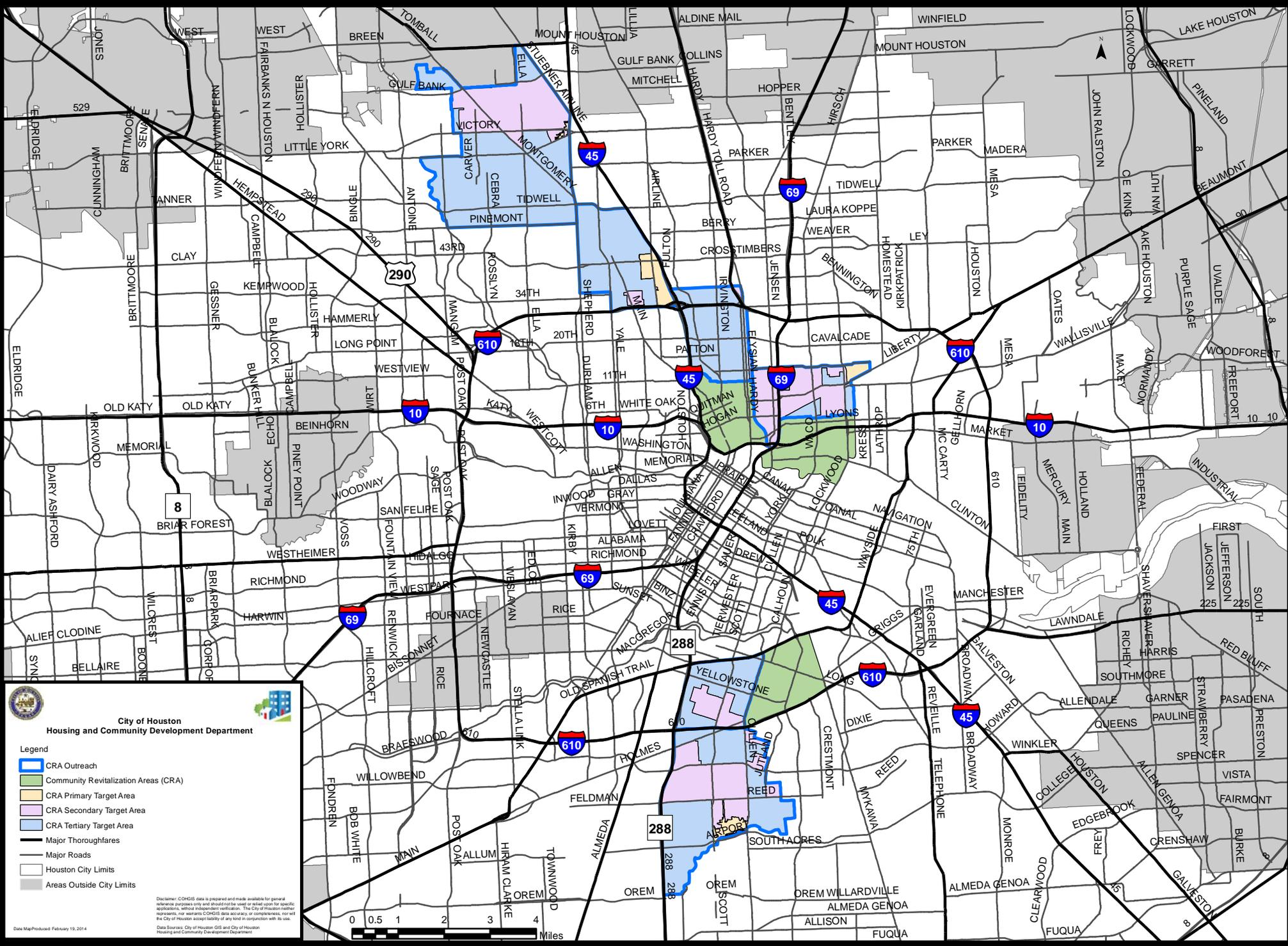
Data Source: COH Planning & Development Department

Publication Date: May 2004

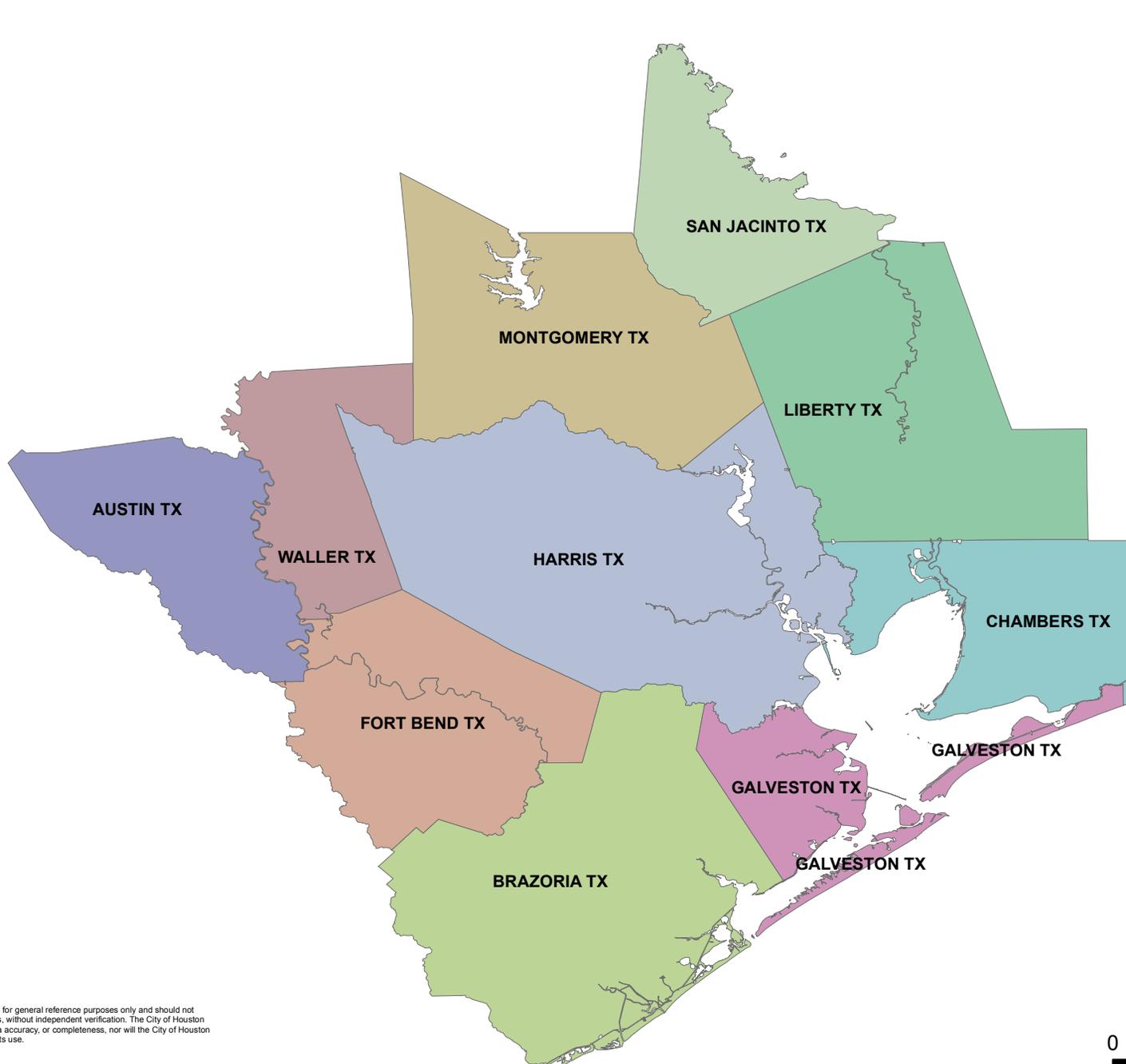
COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.



Community Revitalization Areas (CRAs), CRA Outreach Areas, and Target Areas for Disaster Recovery Round II



Housing Opportunity for People with AIDS (HOPWA) Eligible Metropolitan Statistical Areas



COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Source: HUD

Publication Date: 10/14/2003

0 5 10 20
Miles

Areas for Community Reinvestment



City of Houston Housing & Community Development Department

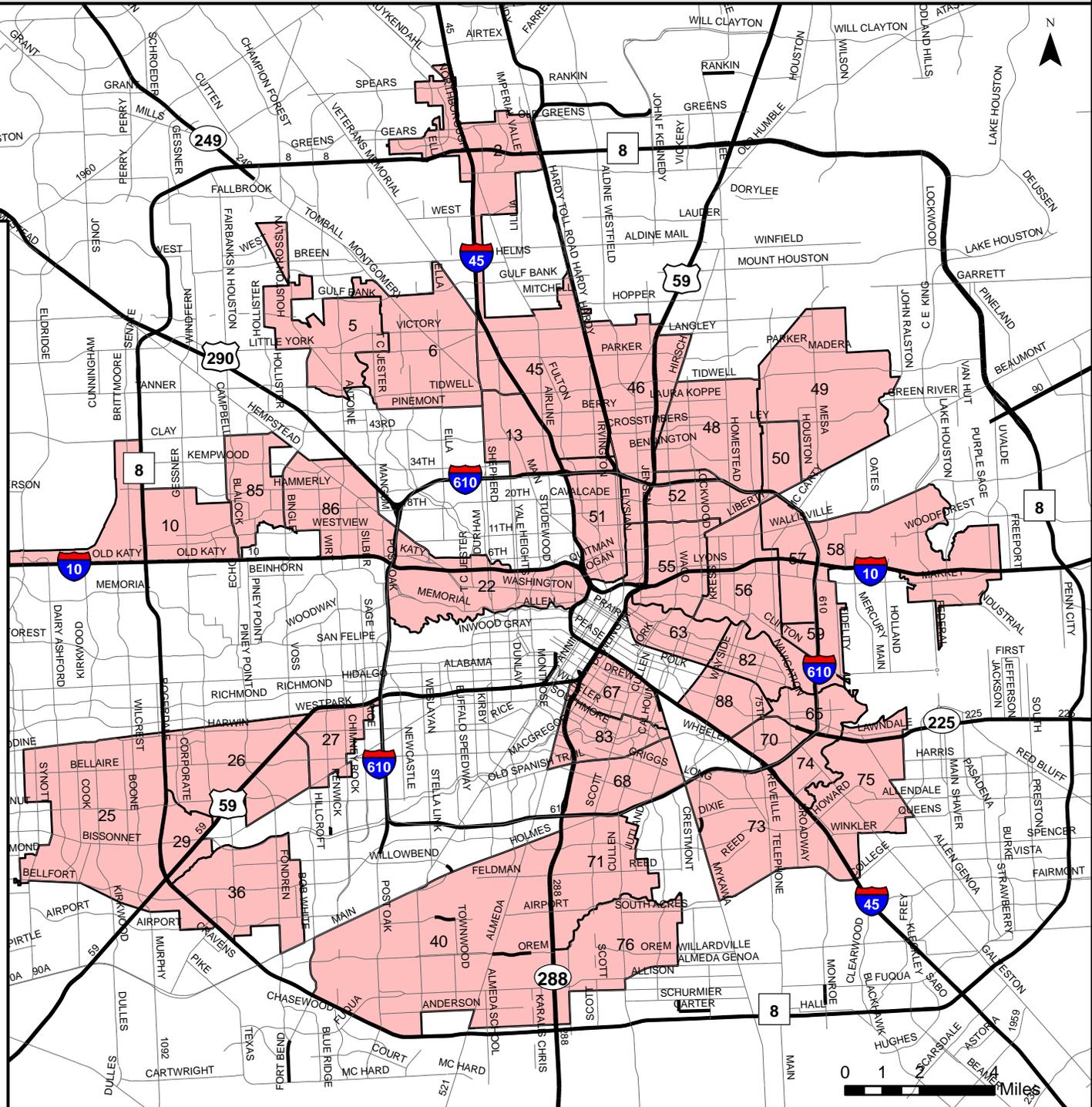
HCDD Areas for Community Reinvestment

- 2 Greater Greenspoint
- 5 Greater Inwood
- 6 Acres Home
- 10 Spring Branch West
- 13 Independence Heights
- 22 Washington Ave Coal/Memorial Pk
- 25 Alief
- 26 Sharpstown
- 27 Gulfton
- 29 Westwood
- 36 Greater Fondren Southwest
- 40 Central Southwest
- 45 Northside/Northline
- 46 Eastex - Jensen Area
- 48 Trinity / Houston Gardens
- 49 East Houston
- 50 Settegast
- 51 Northside Village
- 52 Kashmere Gardens
- 55 Greater Fifth Ward
- 56 Denver Harbor / Port Houston
- 57 Pleasantville Area
- 58 Northshore
- 59 Clinton Park Tri-Community
- 63 Second Ward
- 65 Harrisburg / Manchester
- 67 Greater Third Ward
- 68 Greater Ost / South Union
- 70 Pecan Park
- 71 Sunnyside
- 73 Golfcrest / Belfort / Reveille
- 74 Park Place
- 75 Meadowbrook / Allendale
- 76 South Acres / Crestmont Park
- 82 Magnolia Park
- 83 Macgregor
- 85 Spring Branch Central
- 86 Spring Branch East
- 88 Lawndale/Wayside

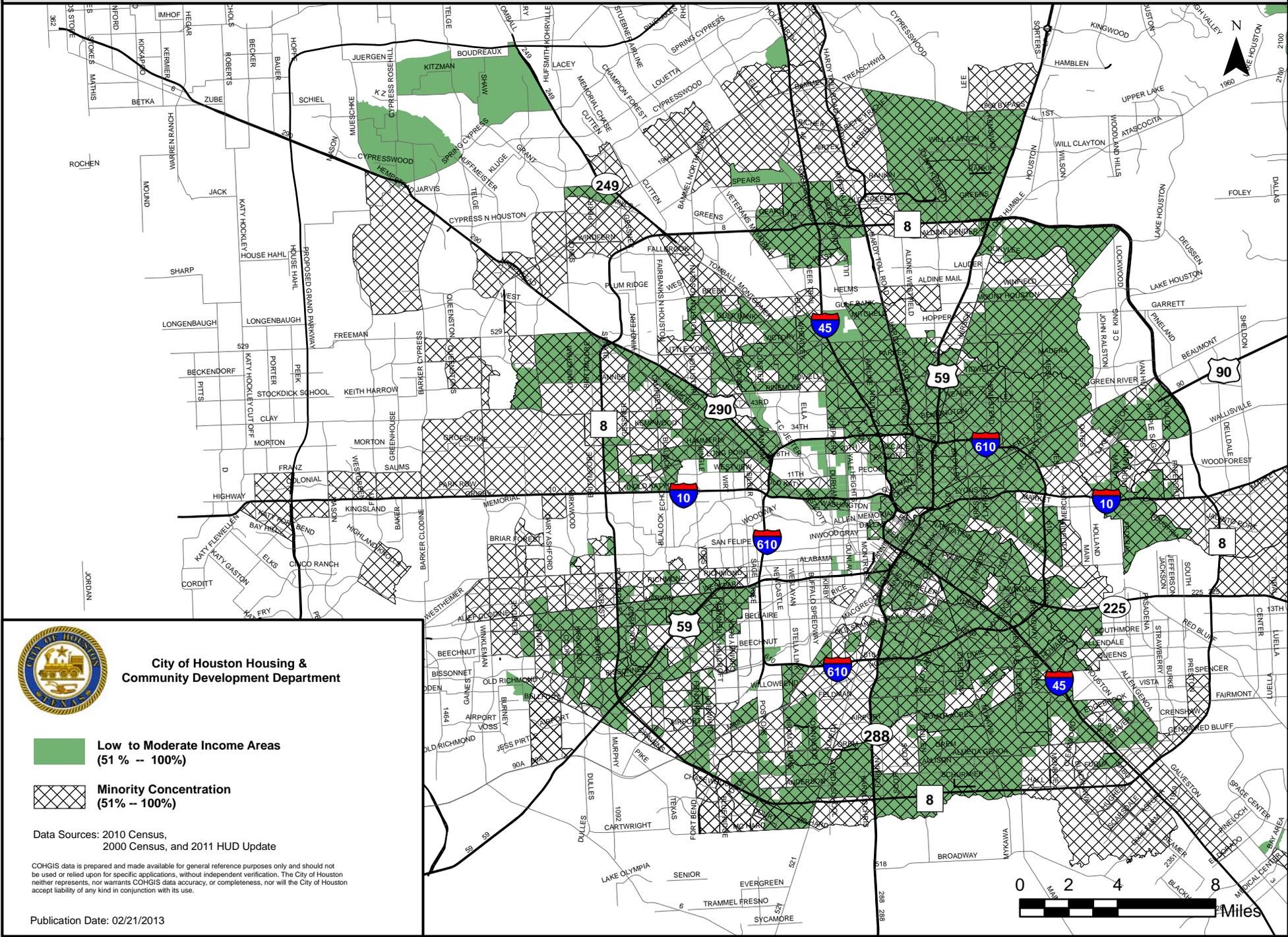
HCDD Areas for Community Reinvestment

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

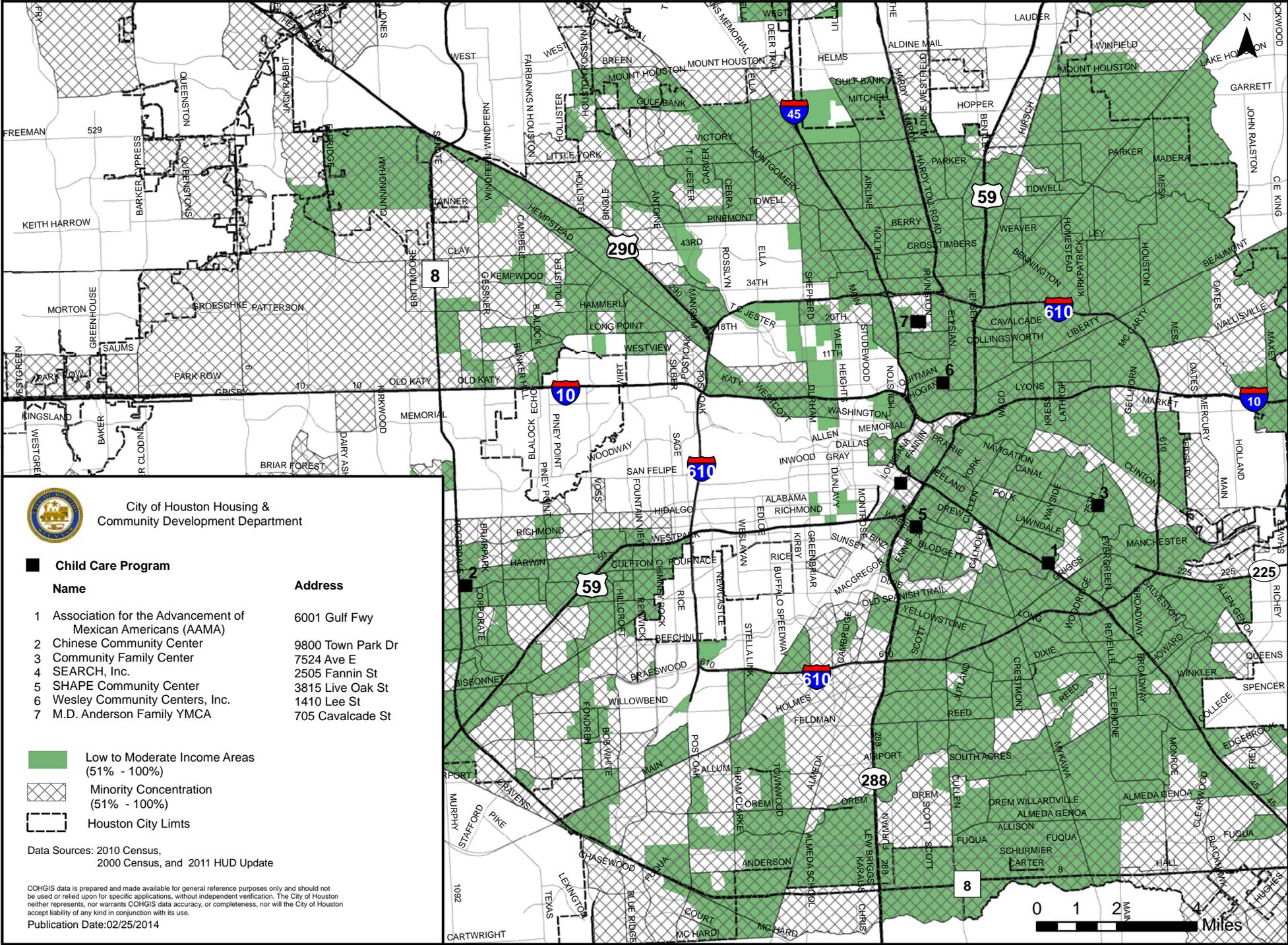
Publication Date: 12/05/2012



City of Houston Minority Concentration in Low to Moderate Income Areas



Child Care Program - CDBG Program Year 2014



City of Houston Housing & Community Development Department

Child Care Program

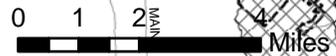
Name	Address
1 Association for the Advancement of Mexican Americans (AAMA)	6001 Gulf Fwy
2 Chinese Community Center	9800 Town Park Dr
3 Community Family Center	7524 Ave E
4 SEARCH, Inc.	2505 Fannin St
5 SHAPE Community Center	3815 Live Oak St
6 Wesley Community Centers, Inc.	1410 Lee St
7 M.D. Anderson Family YMCA	705 Cavalcade St

- Low to Moderate Income Areas (51% - 100%)
- Minority Concentration (51% - 100%)
- Houston City Limits

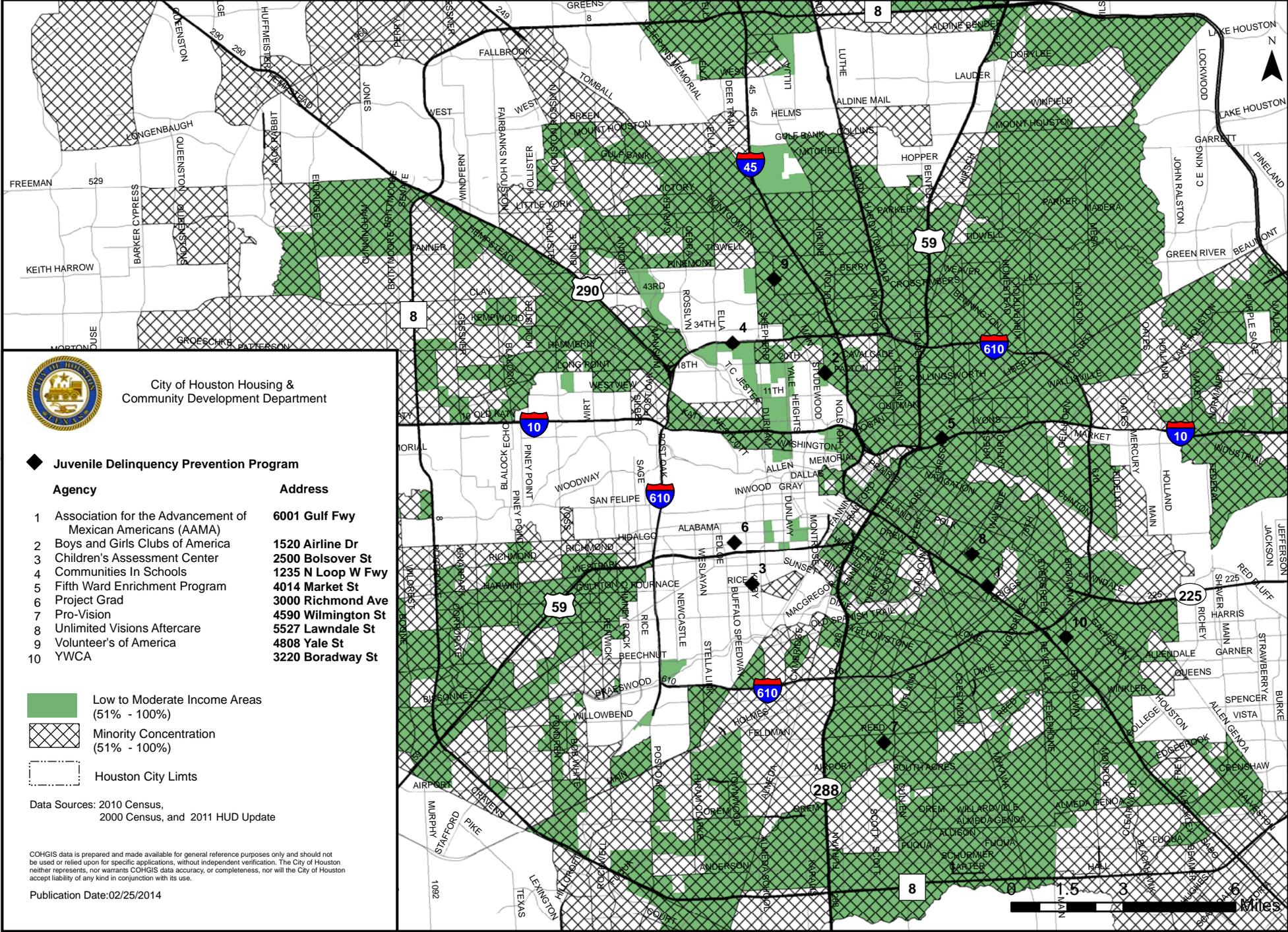
Data Sources: 2010 Census, 2000 Census, and 2011 HUD Update

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/25/2014



Juvenile Delinquency Prevention Program - CDBG Program Year 2014



City of Houston Housing & Community Development Department

Juvenile Delinquency Prevention Program

Agency	Address
1 Association for the Advancement of Mexican Americans (AAMA)	6001 Gulf Fwy
2 Boys and Girls Clubs of America	1520 Airline Dr
3 Children's Assessment Center	2500 Bolsover St
4 Communities In Schools	1235 N Loop W Fwy
5 Fifth Ward Enrichment Program	4014 Market St
6 Project Grad	3000 Richmond Ave
7 Pro-Vision	4590 Wilmington St
8 Unlimited Visions Aftercare	5527 Lawndale St
9 Volunteer's of America	4808 Yale St
10 YWCA	3220 Boradway St

- Low to Moderate Income Areas (51% - 100%)
- Minority Concentration (51% - 100%)
- Houston City Limits

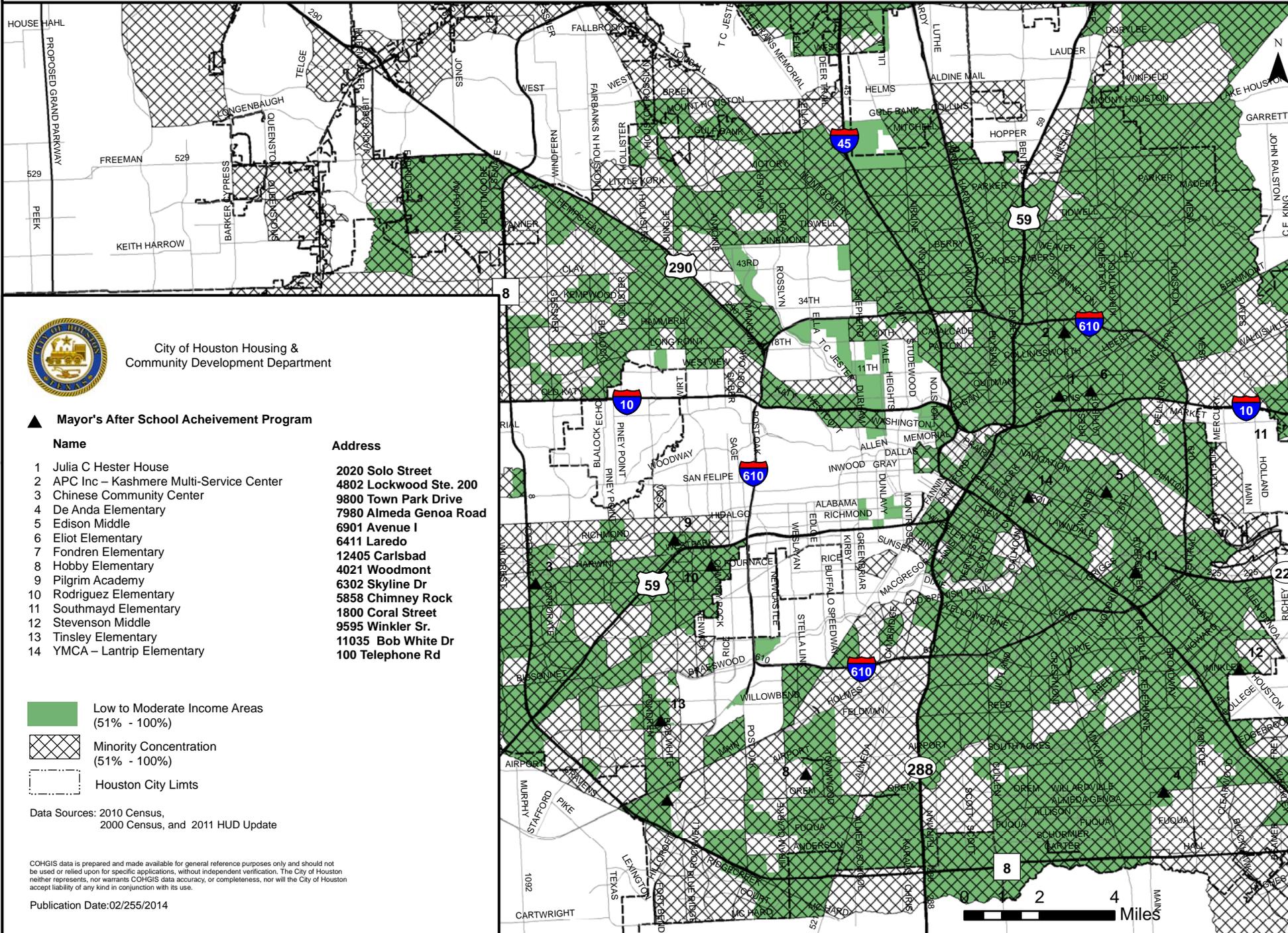
Data Sources: 2010 Census, 2000 Census, and 2011 HUD Update

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/25/2014



Mayor's After School Achievement Program - CDBG Program Year 2014



City of Houston Housing & Community Development Department

▲ Mayor's After School Achievement Program

Name	Address
1 Julia C Hester House	2020 Solo Street
2 APC Inc – Kashmere Multi-Service Center	4802 Lockwood Ste. 200
3 Chinese Community Center	9800 Town Park Drive
4 De Anda Elementary	7980 Almeda Genoa Road
5 Edison Middle	6901 Avenue I
6 Eliot Elementary	6411 Laredo
7 Fondren Elementary	12405 Carlsbad
8 Hobby Elementary	4021 Woodmont
9 Pilgrim Academy	6302 Skyline Dr
10 Rodriguez Elementary	5858 Chimney Rock
11 Southmayd Elementary	1800 Coral Street
12 Stevenson Middle	9595 Winkler Sr.
13 Tinsley Elementary	11035 Bob White Dr
14 YMCA – Lantrip Elementary	100 Telephone Rd

- Low to Moderate Income Areas (51% - 100%)
- Minority Concentration (51% - 100%)
- Houston City Limits

Data Sources: 2010 Census, 2000 Census, and 2011 HUD Update

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/25/2014

Youth Enrichment Program - CDBG Program Year 2013



City of Houston Housing & Community Development Department

▲ Youth Enrichment Program

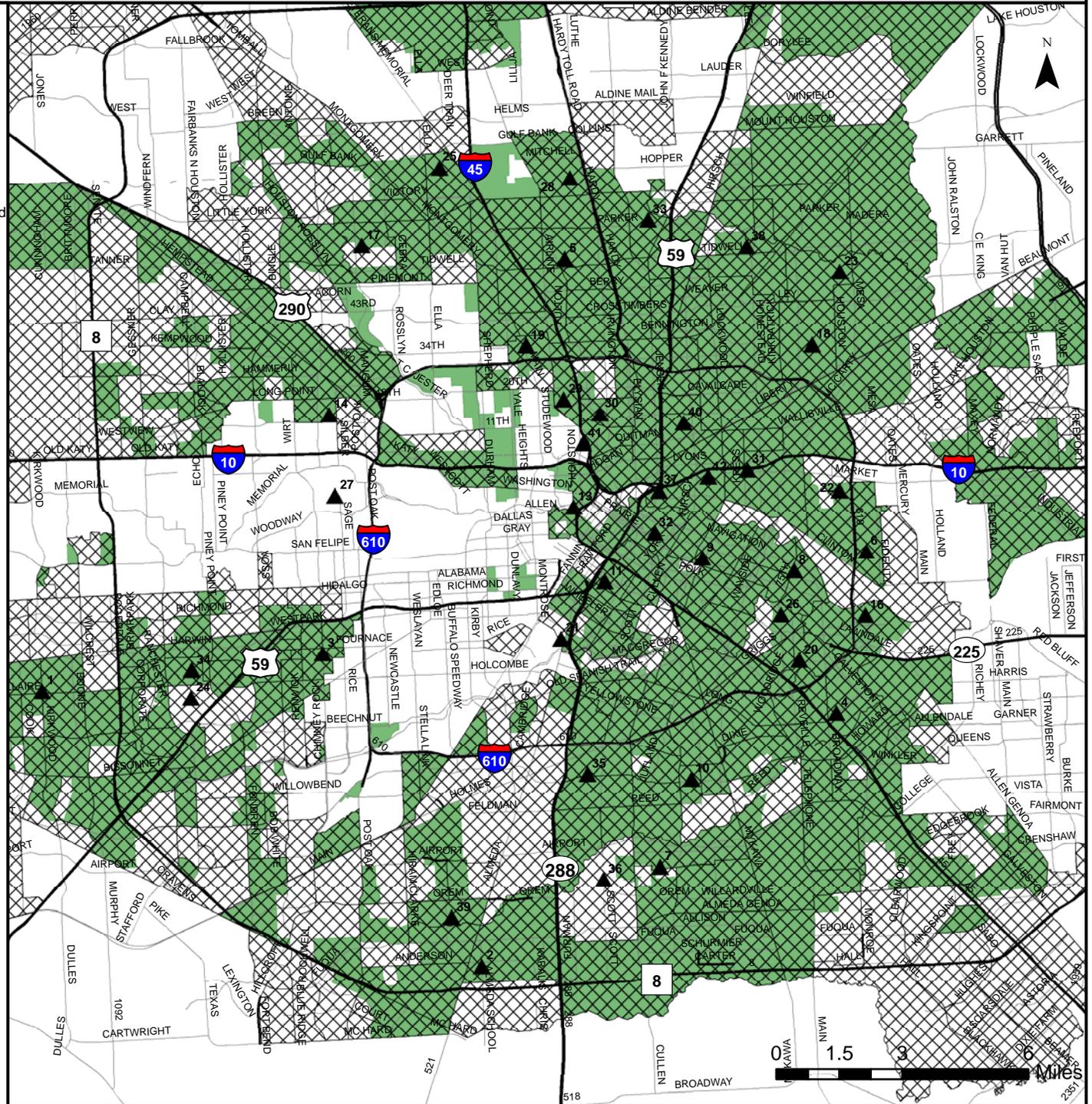
Name	Address
1 Alief	11903 Bellaire
2 Almeda	14020 Almeda School Road
3 Burnett Bayland	6200 Chimney Rock
4 Charlton Park	8200 Park Place
5 Clark	9718 Clark
6 Clinton Park	200 Mississippi
7 Crestmont	5200 Selinsky
8 Dezavala	7521 Avenue H
9 Eastwood	5020 Harrisburg
10 Edgewood	5803 Bellfort
11 Emancipation	3018 Dowling
12 Finnigan	4900 Providence
13 Fonde	110 Sabine
14 Freed	6818 Shady Villa
15 Garden Villas	6720 Haywood
16 Hartman	9311 E. Avenue P
17 Highland	3316 De Soto
18 Hobart Taylor	8100 Kenton
19 Independence Heights	603 E 35th
20 Ingrand	7302 Keller
21 Judson Robinson Jr.	2020 Hermann Drive
22 Judson W. Robinson	1422 Ledwicke
23 Lakewood	8811 Feland
24 Lansdale	8201 Roos
25 Lincoln	979 Grenshaw
26 Mason	541 S. 75th
27 Meadowcreek	5333 Berry
28 Melrose	12200 Melrose Park
29 Montle Beach	915 Northwood
30 Moody	3725 Fulton
31 Selena/Denver Harbor	6402 Market
32 Settegast	3000 Garrow
33 Shady Lane	10220 Shady Lane
34 Sharpstown	6600 Harbor Town Dr
35 Sunnyside	3502 Bellfort
36 Swindle-Cloverland	11800 Scott
37 Swiney	2812 Cline
38 Tidwell	9720 Spaulding
39 Townwood	3403 Simsbrook
40 Tuffly	3200 Russell
41 Woodland	212 Parkview

- Low to Moderate Income Areas (51% - 100%)
- Minority Concentration (51% - 100%)
- Houston City Limits

Data Sources: 2010 Census, 2000 Census, and 2011 HUD Update

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/25/2014



Direct-Funded Public Service Activities - CDBG Program Year 2014



City of Houston Housing & Community Development Department

▲ Direct-Funded Public Service Activities

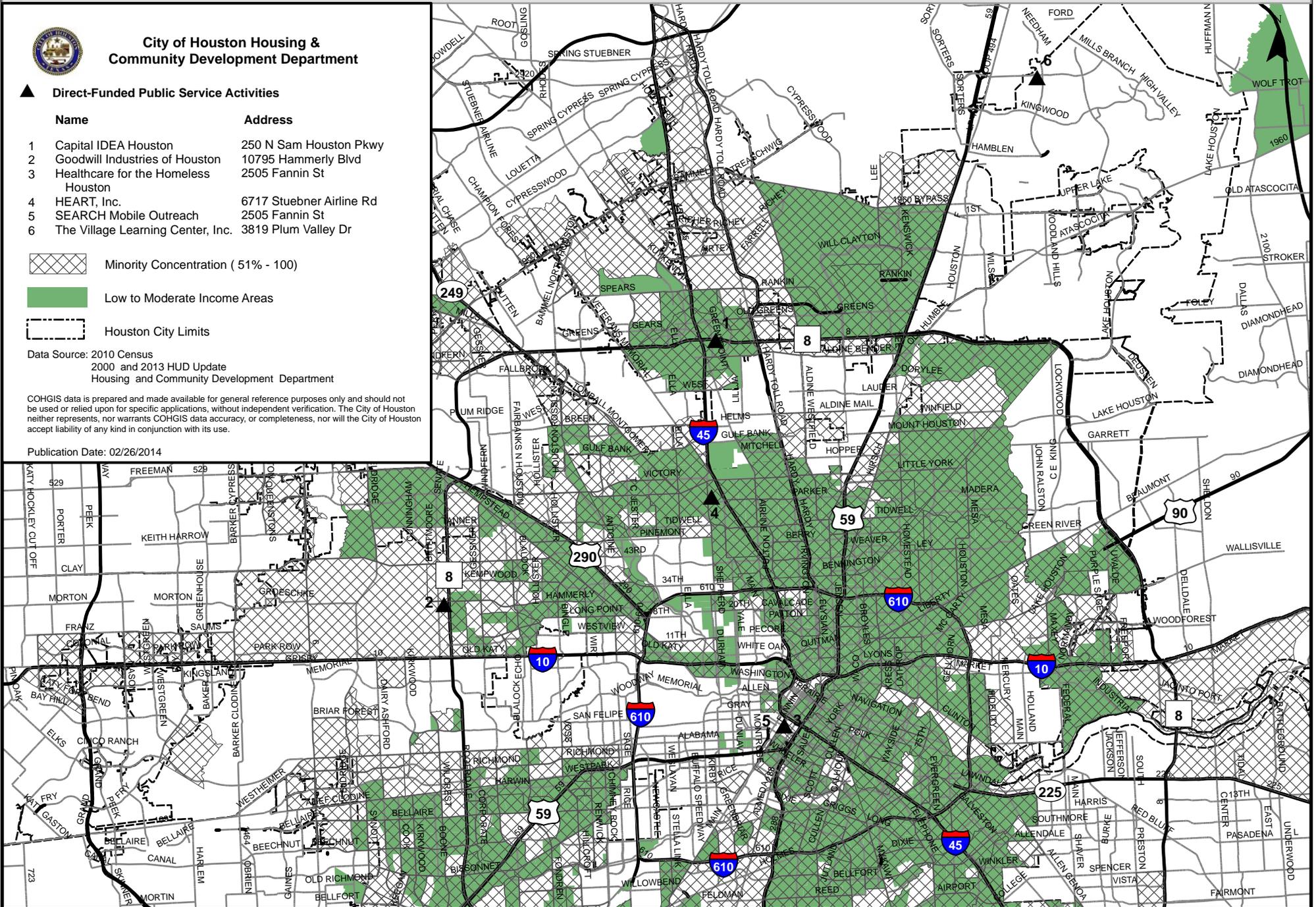
Name	Address
1 Capital IDEA Houston	250 N Sam Houston Pkwy
2 Goodwill Industries of Houston	10795 Hammerly Blvd
3 Healthcare for the Homeless Houston	2505 Fannin St
4 HEART, Inc.	6717 Stuebner Airline Rd
5 SEARCH Mobile Outreach	2505 Fannin St
6 The Village Learning Center, Inc.	3819 Plum Valley Dr

-  Minority Concentration (51% - 100)
-  Low to Moderate Income Areas
-  Houston City Limits

Data Source: 2010 Census
2000 and 2013 HUD Update
Housing and Community Development Department

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/26/2014



Homeless Prevention, Rapid Re-Housing, and Emergency Shelter Activities - ESG Program Year 2014



City of Houston Housing & Community Development Department

Emergency Solutions Grant Agency

- | Agency | Address |
|--|---------------------|
| 1 Bay Area Turning Point Inc. | 210 S Walnut St |
| 2 Catholic Charities of the Archdiocese of Galveston-Houston | 900 Louisiana St |
| 3 Childcare Council (CCC)-ESG | 6220 Westpark |
| 4 Covenant House Texas | 1111 Lovett |
| 5 Harris County | 8410 Lantern Poin |
| 6 Houston Area Women's Center | 1010 Waugh Dr |
| 7 Salvation Army | 2208 Main St |
| 8 SEARCH | 2505 Fannin St |
| 9 The Bridge over Troubled Water Inc. | 3811 Allen-Genoa Rd |
| 10 The Women's Home | 607 Westheimer Rd |
| 11 Wellsprings Inc. | 5031 Allum Rd |
| 12 Wheeler Avenue 5C's | 3826 Wheeler Ave |
| 13 YWCA | 3220 Broadway St |

Low to Moderate Income Areas (51% - 100%)

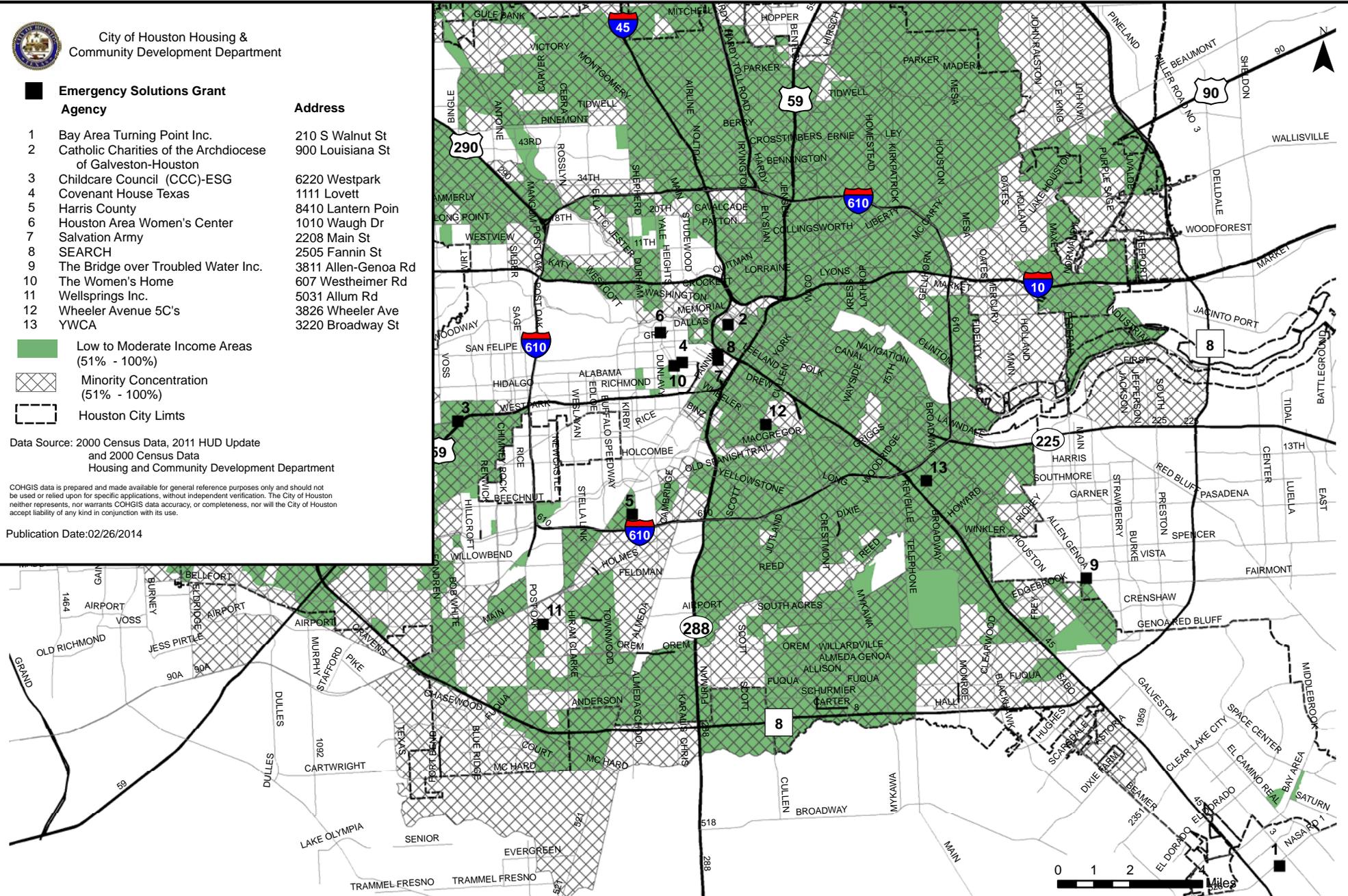
Minority Concentration (51% - 100%)

Houston City Limits

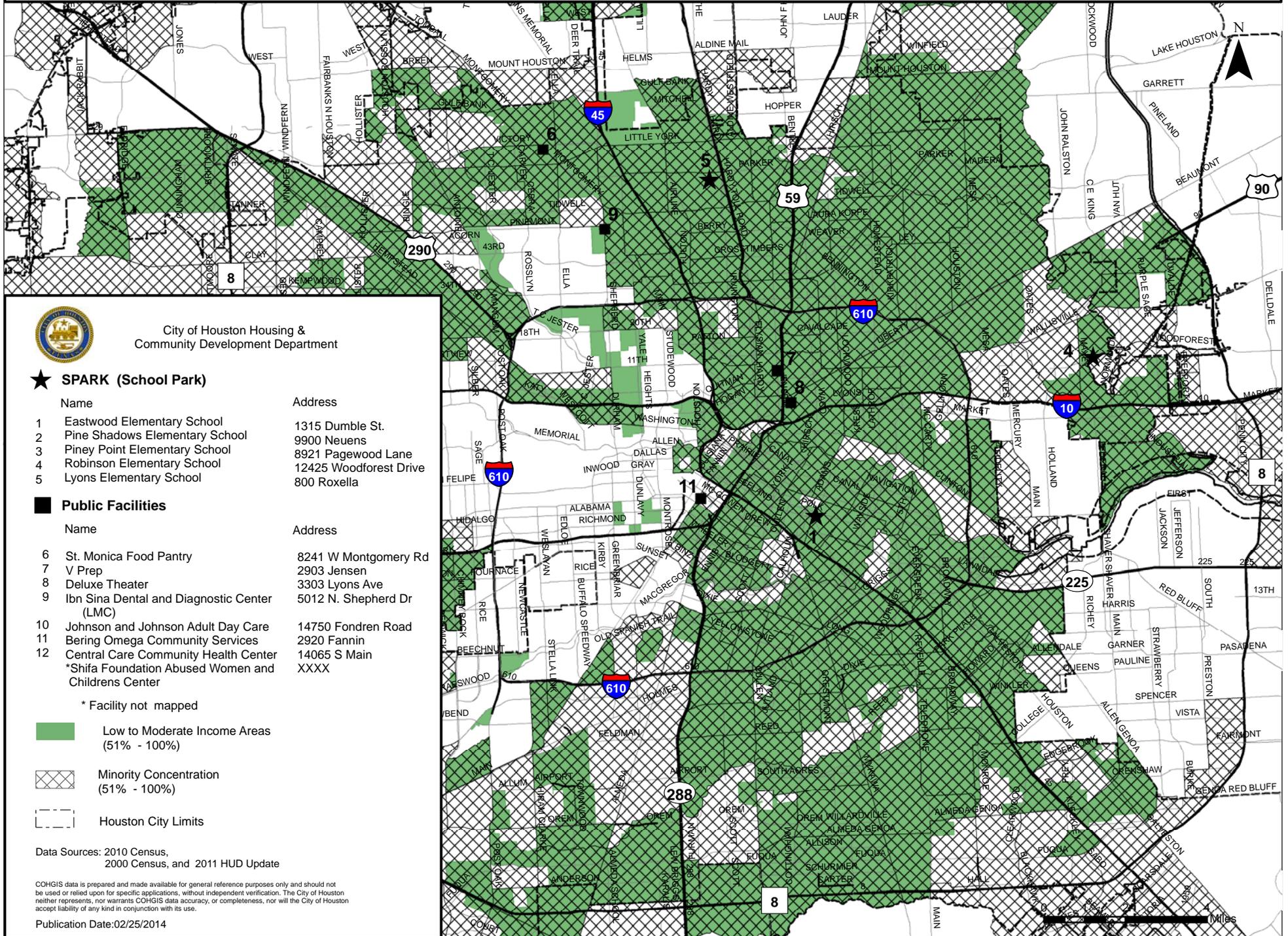
Data Source: 2000 Census Data, 2011 HUD Update and 2000 Census Data Housing and Community Development Department

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/26/2014



Municipal, Public and Private Facilities Investments - Program Year 2014



City of Houston Housing & Community Development Department

★ **SPARK (School Park)**

Name	Address
1 Eastwood Elementary School	1315 Dumble St.
2 Pine Shadows Elementary School	9900 Neuens
3 Piney Point Elementary School	8921 Pagewood Lane
4 Robinson Elementary School	12425 Woodforest Drive
5 Lyons Elementary School	800 Roxella

■ **Public Facilities**

Name	Address
6 St. Monica Food Pantry	8241 W Montgomery Rd
7 V Prep	2903 Jensen
8 Deluxe Theater	3303 Lyons Ave
9 Ibn Sina Dental and Diagnostic Center (LMC)	5012 N. Shepherd Dr
10 Johnson and Johnson Adult Day Care	14750 Fondren Road
11 Bering Omega Community Services	2920 Fannin
12 Central Care Community Health Center	14065 S Main
*Shifa Foundation Abused Women and Childrens Center	XXXX

* Facility not mapped

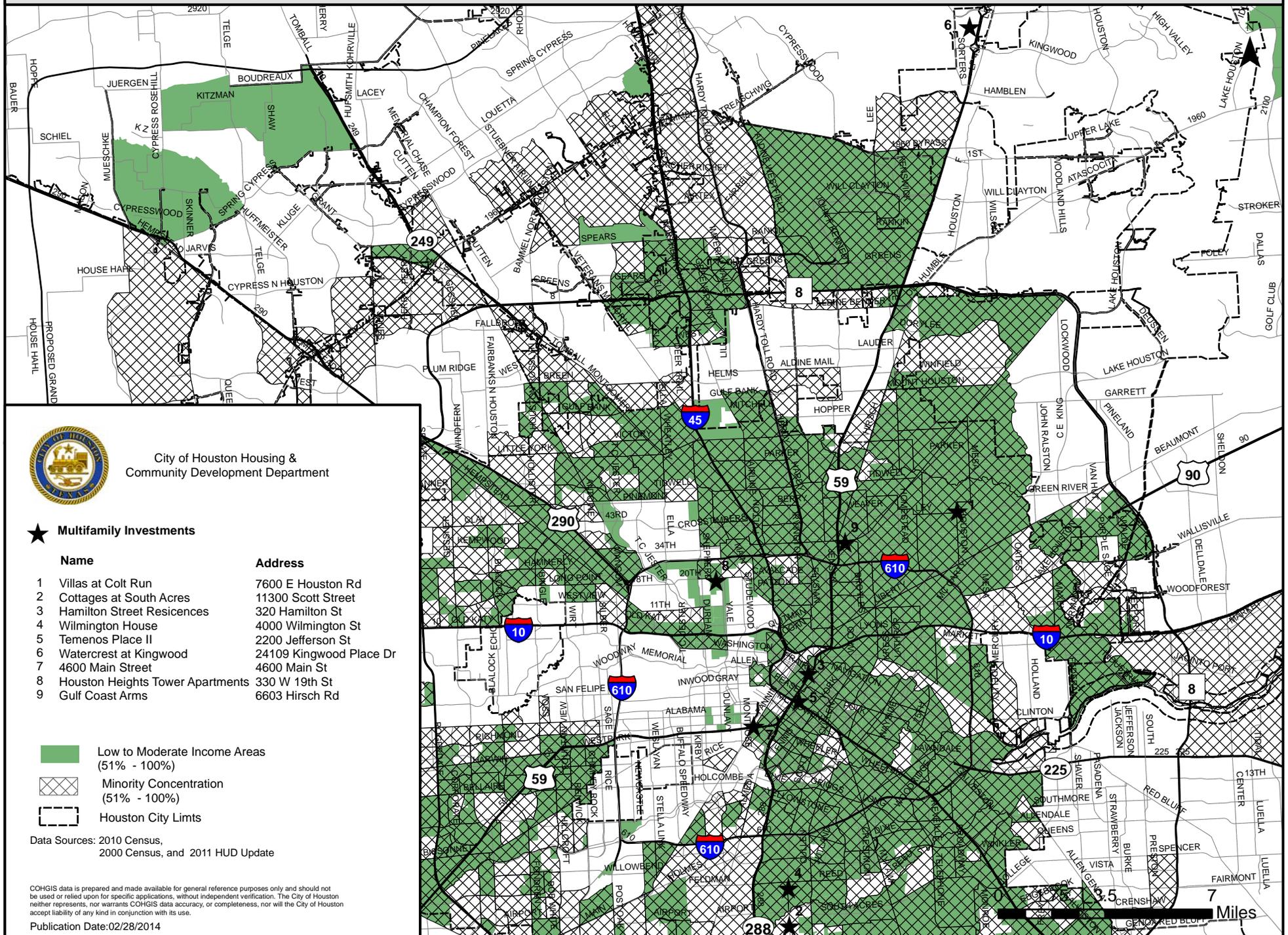
- Low to Moderate Income Areas (51% - 100%)
- Minority Concentration (51% - 100%)
- Houston City Limits

Data Sources: 2010 Census, 2000 Census, and 2011 HUD Update

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/25/2014

Multifamily Housing Investments - CDBG & HOME Program Year 2014



City of Houston Housing & Community Development Department

★ Multifamily Investments

Name	Address
1 Villas at Colt Run	7600 E Houston Rd
2 Cottages at South Acres	11300 Scott Street
3 Hamilton Street Residences	320 Hamilton St
4 Wilmington House	4000 Wilmington St
5 Temenos Place II	2200 Jefferson St
6 Watercrest at Kingwood	24109 Kingwood Place Dr
7 4600 Main Street	4600 Main St
8 Houston Heights Tower Apartments	330 W 19th St
9 Gulf Coast Arms	6603 Hirsch Rd

- Low to Moderate Income Areas (51% - 100%)
- Minority Concentration (51% - 100%)
- Houston City Limits

Data Sources: 2010 Census, 2000 Census, and 2011 HUD Update

COHGIS data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants COHGIS data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

Publication Date: 02/28/2014



Appendix # 4: Grant Applications – SF-424s

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: CDBG - B14-MC-48-0018
---	---

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: TX-W20100430-0003-50
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of Houston		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	* c. Organizational DUNS: 832431985	

d. Address:

* Street1:	601 Sawyer
Street2:	P.O. Box 1562
* City:	Houston
County/Parish:	<input type="text"/>
* State:	Texas USA: UNITED STATES
Province:	<input type="text"/>
* Country:	<input type="text"/>
* Zip / Postal Code:	77251

e. Organizational Unit:

Department Name: Housing and Community Development Department	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/>	* First Name: Neal
Middle Name: <input type="text"/>	
* Last Name: Rackleff	
Suffix: <input type="text"/>	

Title: Director

Organizational Affiliation:

* Telephone Number: 713-868-8305	Fax Number: <input type="text"/>
----------------------------------	----------------------------------

* Email: Neal.Rackleff@houstontx.gov

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Municipal

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Houston

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

CDBG Grant Funds - PY 2014

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

If "Yes", provide explanation and attach
Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="22,529,157"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="186,813"/>
* g. TOTAL	<input type="text" value="\$22,715,970"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Attest/Seal:

City Secretary

Countersigned:

City Controller

DATE OF COUNTERSIGNATURE: _____, 2014

APPROVED:

Director
Housing and Community Development Department

APPROVED AS TO FORM:

Senior City Attorney

CDBG Budget Page

As of the publication of the Draft 2014 Annual Action Plan, HUD had not released the final allocation amounts for PY 2014. HCDD estimated HUD's CDBG allocation for PY 2014 would be a 5% decrease from the prior year's allocation. The estimated dollar amounts are shown below as an example budget. These dollar amounts will be changed when HUD releases the final allocations. Funding will be allocated according to the percentages below. This provision is included to satisfy the requirements of CPD Notice 13-010.

CDBG Funds	Estimated Allocation (PY 2014 / FY 2015)	
Sources		
Projected CDBG Grant Award	\$ 22,529,157	
Projected Program Income	\$ 186,813	
Projected CDBG Funding	\$ 22,715,970	
Uses		Percentages To Be Used To Determine The Final Budget After Allocations Are Released From HUD
Program Administration*	\$ 4,543,193	20.00%
Public Services**	\$ 3,259,468	14.35%
ESG Match (1:1 - Includes In-Kind)**	\$ 550,000	2.42%
Public Facilities and Improvements (Public/Private)	\$ 6,400,000	28.17%
Single-Family Housing	\$ 1,600,000	7.04%
Relocation	\$ 50,000	0.22%
Lead-Based Paint	\$ 325,000	1.43%
Multifamily Housing	\$ 3,415,201	15.04%
Code Enforcement	\$ 2,573,108	11.33%
Total	\$22,715,970	100.00%

*Program Administration up to 20% of Grant Amount + Projected Program Income

**The City has been grandfathered with a rate of 16.77% instead of 15%

CDBG Estimated Program Income

CDBG Estimated Program Income	Estimated Program Income (FY 2015)
Sources	
Multifamily Housing Loan Repayments/Fees	\$ 186,813
Projected CDBG Funding	\$ 186,813
Uses	
Program Administration	\$ 37,362
Public Services	\$ 31,328
Public Facilities and Improvements (Public/Private)	\$ 118,123

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: HOME - M14-MC-48-0206
---	---

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: TX-W20100430-0003-50
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of Houston		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	* c. Organizational DUNS: 832431985	

d. Address:

* Street1:	601 Sawyer
Street2:	P.O. Box 1562
* City:	Houston
County/Parish:	<input type="text"/>
* State:	Texas
Province:	<input type="text"/>
* Country:	USA: UNITED STATES
* Zip / Postal Code:	77251

e. Organizational Unit:

Department Name: Housing and Community Development Department	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/>	* First Name: Neal
Middle Name: <input type="text"/>	
* Last Name: Rackleff	
Suffix: <input type="text"/>	

Title: Director

Organizational Affiliation: <input type="text"/>

* Telephone Number: 713-868-8305	Fax Number: <input type="text"/>
----------------------------------	----------------------------------

* Email: Neal.Rackleff@houstontx.gov

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Municipal

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Investment Partnerships

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Houston

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

HOME Grant Funds - PY 2014

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

If "Yes", provide explanation and attach
Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="7,022,142"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="90,943"/>
* g. TOTAL	<input type="text" value="7,113,085"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Attest/Seal:

City Secretary

Countersigned:

City Controller

DATE OF COUNTERSIGNATURE: _____, 2014

APPROVED:

Director
Housing and Community Development Department

APPROVED AS TO FORM:

Senior City Attorney

HOME Budget Page

As of the publication of the Draft 2014 Annual Action Plan, HUD had not released the final allocation amounts for PY 2014. HCDD estimated HUD's HOME allocation for PY 2014 would be equal to the prior year's allocation. The estimated dollar amounts are shown below as an example budget. These dollar amounts will be changed when HUD releases the final allocations. Funding will be allocated according to the percentages below. This provision is included to satisfy the requirements of CPD Notice 13-010.

HOME Funds	Estimated Allocation (FY 2014)	
Sources		
Projected HOME Grant Award	\$ 7,022,142	
Projected Program Income	\$ 90,943	
Projected HOME Funding	\$ 7,113,085	
Uses		Percentages To Be Used To Determine The Final Budget After Allocations Are Released From HUD
Planning and Administration*	\$ 711,308	10.00%
Multifamily Development**	\$ 5,301,777	74.54%
Homebuyer Assistance	\$ 1,100,000	15.46%
Total	\$ 7,113,085	100.00%

**Planning and Administration up to 10% of Grant Amount + Projected Program Income*

***15% CHDO set aside included*

HOME Estimated Program Income

HOME Estimated Program Income	Estimated Program Income (FY 2015)
Sources	
Multifamily Housing Loan Repayments/Fees	\$ 90,943
Projected HOME Funding	\$ 90,943
Uses	
Program Administration	\$ 9,094
Multifamily Development	\$ 81,849

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: HOPWA - TXH14-F004
---	--

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: TX-W20100430-0003-50
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of Houston	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	* c. Organizational DUNS: 832431985

d. Address:

* Street1:	601 Sawyer
Street2:	P.O. Box 1562
* City:	Houston
County/Parish:	<input type="text"/>
* State:	Texas
Province:	<input type="text"/>
* Country:	USA: UNITED STATES
* Zip / Postal Code:	77251

e. Organizational Unit:

Department Name: Housing and Community Development Department	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/>	* First Name: Neal
Middle Name: <input type="text"/>	
* Last Name: Rackleff	
Suffix: <input type="text"/>	

Title: Director

Organizational Affiliation: <input type="text"/>

* Telephone Number: 713-868-8305	Fax Number: <input type="text"/>
----------------------------------	----------------------------------

* Email: Neal.Rackleff@houstontx.gov

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Municipal

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.241

CFDA Title:

Housing Opportunities for Persons with AIDS

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Cities of Houston, Pasadena and Baytown; Counties of Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris Liberty, Montgomery, San Jacinto, and Waller

*** 15. Descriptive Title of Applicant's Project:**

HOPWA Grant Funds - PY 2014

Attach supporting documents as specified in agency instructions.

If "Yes", provide explanation and attach
Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="8,956,121"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="8,956,121"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Attest/Seal:

City Secretary

Countersigned:

City Controller

DATE OF COUNTERSIGNATURE: _____, 2014

APPROVED:

Director
Housing and Community Development Department

APPROVED AS TO FORM:

Senior City Attorney

HOPWA Budget Page

As of the publication of the Draft 2014 Annual Action Plan, HUD had not released the final allocation amounts for PY 2014. HCDD estimated HUD's HOPWA allocation for PY 2014 would be equal to the prior year's allocation. The estimated dollar amounts are shown below as an example budget. These dollar amounts will be changed when HUD releases the final allocations. Funding will be allocated according to the percentages below. This provision is included to satisfy the requirements of CPD Notice 13-010.

HOPWA Funds	Estimated Allocation (FY 2014)	
Sources		
Projected HOPWA Grant Award	\$ 8,956,121	
Uses		
		Percentages To Be Used To Determine The Final Budget After Allocations Are Released From HUD
Operating Costs	\$ 1,164,000	13.00%
Supportive Services	\$ 2,100,000	23.45%
Project or Tenant Based Rental Assistance	\$ 2,900,000	32.38%
Short-term Rent, Mortgage, & Utility Subsidies	\$ 1,796,510	20.06%
Resource Identification/Technical Assistance/Housing Information	\$ 100,000	1.11%
Grantee Administration (3% of Estimated Grant Amount) -- HCDD	\$ 268,683	3.00%
Sponsor Administration (7% of Estimated Grant Amount) -- Subgrantees	\$ 626,928	7.00%
Total	\$ 8,956,121	100.00%

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: ESG - S14-MC48-0003
---	---

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: TX-W20100430-0003-50
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of Houston	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	* c. Organizational DUNS: 832431985

d. Address:

* Street1:	601 Sawyer
Street2:	P.O. Box 1562
* City:	Houston
County/Parish:	<input type="text"/>
* State:	Texas
Province:	<input type="text"/>
* Country:	USA: UNITED STATES
* Zip / Postal Code:	77251

e. Organizational Unit:

Department Name: Housing and Community Development Department	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/>	* First Name: Neal
Middle Name: <input type="text"/>	
* Last Name: Rackleff	
Suffix: <input type="text"/>	

Title: Director

Organizational Affiliation: <input type="text"/>

* Telephone Number: 713-868-8305	Fax Number: <input type="text"/>
----------------------------------	----------------------------------

* Email: Neal.Rackleff@houstontx.gov

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Municipal

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

Emergency Solutions Grant

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Houston

*** 15. Descriptive Title of Applicant's Project:**

ESG Grant Funds - PY 2014

Attach supporting documents as specified in agency instructions.

If "Yes", provide explanation and attach
Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Attest/Seal:

City Secretary

Countersigned:

City Controller

DATE OF COUNTERSIGNATURE: _____, 2014

APPROVED:

Director
Housing and Community Development Department

APPROVED AS TO FORM:

Senior City Attorney

ESG Budget Page

As of the publication of the Draft 2014 Annual Action Plan, HUD had not released the final allocation amounts for PY 2014. HCDD estimated HUD's ESG allocation for PY 2014 would be equal to the prior year's allocation. The estimated dollar amounts are shown below as an example budget. These dollar amounts will be changed when HUD releases the final allocations. Funding will be allocated according to the percentages below. This provision is included to satisfy the requirements of CPD Notice 13-010.

Proposed Use of ESG Funds	Estimated Allocation (FY 2014)	
Sources		
Projected ESG Grant Award	1,767,468	
Uses		Percentages To Be Used To Determine The Final Budget After Allocations Are Released From HUD
HMIS* (Emergency Solutions Grant)	\$ 80,000	4.52%
Emergency Shelter** (Emergency Solutions Grant)	\$ 675,000	38.19%
Homeless Prevention (Emergency Solutions Grant)	\$ 325,000	18.39%
Rapid Rehousing (Emergency Solutions Grant)	\$ 554,908	31.40%
Administration (5% cap for Shelter and 7.5% cap for Solutions)	\$ 132,560	7.50%
Total	\$ 1,767,468	100.00%



Appendix # 5: Certifications

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2014,2015,2016 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature/Authorized Official

Date

Title

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Appendix # 6: ESG Guidelines

CITY OF HOUSTON

EMERGENCY SOLUTIONS GRANTS PROGRAM

WRITTEN STANDARDS

Contents

Introduction.....3

Standards Applicable to All Program Components.....3

Eligible ESG Program Components.....3

Coordinating Assessment & Services Among Providers.....3

Coordinating with Mainstream and Targeted Homeless Providers5

Standards Specific to Emergency Shelter5

Eligibility: Homeless Status.....5

Eligibility: Intake and Assessment5

Eligibility: Prioritization & Referral Policies6

Standards Specific to Homelessness Prevention and Rapid Re-Housing.....6

Eligibility: Status as Homeless or At-Risk of Homelessness.....6

Homelessness Prevention.....6

Rapid Re-Housing.....7

Eligibility: Intake and Assessment7

Eligibility: Periodic Re-Certification7

Targeted Populations: Client Prioritization8

Homelessness Prevention.....8

Rapid Re-Housing.....9

Financial Assistance.....	11
Duration and Amount of Assistance	11
Participant Share.....	11
Housing Stabilization and Relocation Related Assistance and Services	12
Required Services: Case Management & Case Loads	12
Required Services: Housing Location Services	13
Ineligible Services: Credit Repair and Legal Services	14
Optional Services: Security/Utility Deposits	14
Optional Services: Rental Application Related Assistance.....	14
Appendix A: HUD Definition for Homeless	15
Appendix B: HUD Definition for At Risk of Homelessness	16
Appendix C: Cross Walk of HUD Homeless and At Risk Definitions and Eligibility to ESG Program Components.....	17
Appendix D: Eligibility Criteria and Prioritization Tool for Homelessness Prevention System	18

INTRODUCTION

City of Houston has developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e). These standards were created in coordination with the Houston/Harris County Continuum of Care (CoC) which includes the City of Houston, Harris County, Fort Bend County and the City of Pasadena, and Texas Department of Housing and Community Affairs funding within the CoC geographic area. They are in accordance with the interim rule for the Emergency Solutions Grants Program released by the U.S. Department of Housing and Urban Development on December 4, 2011 and the final rule for the definition of homelessness also released by the U.S. Department of Housing and Urban Development on December 4, 2011.

City of Houston expects that the standards will become more expansive as the City of Houston gains more experience with and collects more data from services provided with the Emergency Solutions Grants program.

STANDARDS APPLICABLE TO ALL PROGRAM COMPONENTS

ELIGIBLE ESG PROGRAM COMPONENTS

There are four (4) ESG Program Components:

1. Emergency Shelter,
2. Homelessness Prevention,
3. Rapid Re-Housing and
4. Street Outreach.

However, only three (3) of the four (4) eligible components are currently funded by the ESG Programs in City of Houston: Emergency Shelters (ES), Homelessness Prevention (HP), and Rapid Re-Housing (RRH).

The standards described below are required of all providers irrespective of the program component implemented at their agency.

COORDINATING ASSESSMENT & SERVICES AMONG PROVIDERS

All ESG subrecipients (shelter, homelessness prevention and rapid re-housing providers) within the Houston/Harris County Continuum of Care service area are expected to work collaboratively to coordinate funding that addresses the needs of the entire continuum.

The Coordinated Access Work Group (CAWG) been established and is working to develop a coordinated assessment system, complete with Housing Referral Guidance and Eligibility and Priorities Policies for all homeless and homelessness prevention programs administered within the CoC. To that end, the CAWG has developed assessment forms (3) for diversion, shelter/emergency placement, and a "Next Step" or "Housing Type" assessment that covers RRH, TH and Permanent Supportive Housing (PSH). Providers are scheduled to begin testing the assessment forms.

To implement the coordinated assessment system, City of Houston requires that all subrecipient service providers will:

- **Participate in a coordinated assessment system**, where client entry into the entire system can begin at any point. Service providers will use the common assessment tool that will allow providers to enter data on a client and provide referral/ transfer information when a client fits the services of another provider, without having to engage in another assessment. Reasons for client referral/ transfer can include better fit in a specialized program, the correct geographic service area, and available resources within the community.
- **Establish a staff member as a point of contact** for other case managers and members of the service provider continuum of care. The contact should be a position that sees little turnover and is familiar with organizational resources and up to date on current organizational capacity to accept and serve clients, such as a supervisor or manager. This contact should be able to provide information for other housing case managers on what current programs and resources are available to clients entering into the provider system through their organization. This contact will reduce or eliminate the need for clients to seek out additional assistance based on referrals from any ESG recipient agency.
- **Attend all coordinated training for case managers** within the homeless provider system. Each subrecipient is expected to send at least one staff member and share all lessons learned with all housing case management staff. City of Houston, in collaboration with the Coalition for the Homeless Houston/Harris County, Harris County, Fort Bend County and the City of Pasadena, will coordinate training for ESG staff so that case clients within the region are receiving the same quality of service across providers. The members of the Continuum will also host regular meetings of subrecipient program staff to share best practices and engage in collective problem solving as the community works toward an integrated system for clients. Meetings will be facilitated by Coalition for the Homeless of Houston/Harris County staff.

COORDINATING WITH MAINSTREAM AND TARGETED HOMELESS PROVIDERS

To encourage the coordination of existing services while limiting duplication of services and overlapping federally funded programs, City of Houston, with the Coalition for the Homeless for Houston/Harris County and both mainstream and targeted homelessness service providers will execute Memorandums of Understanding (MOUs) to streamline entry into programs and increase access to such services. The MOUs will vary from setting aside spots within other programs for ESG clients to providing direct access to and eliminating the need for reassessment into other programs.

STANDARDS SPECIFIC TO EMERGENCY SHELTER

ELIGIBILITY: HOMELESS STATUS

Homeless clients entering into the shelter system must meet the HUD criteria for homelessness as either literally homeless (Homeless Category 1), at imminent risk of homelessness (Homeless Category 2), homeless under another federal statute (Homeless Category 3), or fleeing/attempting to flee domestic violence (Homeless Category 4).

For additional details related to the HUD definition of Homeless and applicability to each program component, see Appendix A and Appendix C.

ELIGIBILITY: INTAKE AND ASSESSMENT

As already indicated above under Coordinating Assessment & Services, case managers will use the Continuum wide assessment tool to review client situation, understand eligibility, and begin the process of determining length of assistance. The tool will include an assessment form for diversion that providers are currently testing. Once testing has been finalized, the diversion assessment will be required for all providers, including DV providers.

Specific to Emergency Shelter,

- Any new client entering into shelter must also undergo a complete assessment to understand client needs and barriers and match the client to the most appropriate services provider.
- Clients will be prioritized within the emergency shelter system based on need, available resources and geographic area.

ELIGIBILITY: PRIORITIZATION & REFERRAL POLICIES

Emergency shelters will prioritize individuals/families that:

- Cannot be diverted; and
- Are literally homeless; and
- Can be safely accommodate in the shelter; and
- Not in need of emergency medical or psychiatric services or danger to self or others.

Also note the following:

- Emergency Shelters cannot discriminate per HUD regulations;
- There are no requirements related to ID, income or employment; and
- Transgender placement based on gender self-identification.

STANDARDS SPECIFIC TO HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

ELIGIBILITY: STATUS AS HOMELESS OR AT-RISK OF HOMELESSNESS

HOMELESSNESS PREVENTION

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Homelessness Prevention assistance:

- At Risk of Homelessness
- Homeless Category 2: Imminently at-risk of homelessness
- Homeless Category 3: Homeless under other federal statute and
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are **not** also literally homeless. If the individuals/families are also literally homeless they would actually qualify for Rapid Re-Housing instead. See below.)

Additional eligibility requirements related to Homelessness Prevention include:

- **Proof of residence** within the City of Houston service area. A map for reference is included on page 23.

- **Total household income below 30 percent of Area Family Income (AFI)** for the area at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and zero income affidavit for clients without income.

RAPID RE-HOUSING

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for rapid re-housing assistance:

- Homeless Category 1: Literally homeless
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are **also** literally homeless).

For additional details related to the HUD definition of Homeless and At Risk of Homelessness and applicability of these definitions to each program component, see Appendix A, B and C.

ELIGIBILITY: INTAKE AND ASSESSMENT

As already indicated above under Coordinating Assessment & Services, case managers will use the Continuum wide assessment tool to review client situation, understand eligibility and begin the process of determining length of assistance. Any client assessed for potential assistance with ESG funds must meet the criteria to be determined eligible for homelessness prevention or rapid re-housing assistance.

ELIGIBILITY: PERIODIC RE-CERTIFICATION

All case managers are required to re-evaluate clients based on the following schedule. At that time, a case manager may decide to extend, decrease or discontinue providing assistance.

Program Component	Schedule	Re-evaluation Criteria
Homelessness Prevention	Every 3 months	For both HP and RRH, to continue to receive assistance, clients must <ul style="list-style-type: none"> • be at or below 30% AFI AND • lack sufficient resources and support networks necessary to retain housing without ESG assistance
Rapid Re-Housing	Annually	

Please note that case managers will be required to have regular home and office visits. Those visits may be more frequent than the schedule for eligibility re-certification, especially for Rapid Re-Housing clients. Review the section on Case Management & Case Loads below for additional details.

TARGETED POPULATIONS: CLIENT PRIORITIZATION

HOMELESSNESS PREVENTION

Note that all targeted individuals and families described below have to meet the minimum HUD requirements for eligibility to HP.

City of Houston will use a shared assessment form that will target those clients with the most barriers to housing. Each barrier will have an allotment of points, and the higher score (and more barriers) the more likely the client will receive services. The assessment of barriers is based on an objective review of each client's current situation using the tool rather than the subjective opinion of a case manager assessing each client's needs. All clients must have a minimum score of 20 to receive assistance. See Appendix D for a copy of the assessment form.

Additionally, City of Houston prioritizes clients who are currently in their own housing, especially families with young children who have limited housing options but high needs for homelessness prevention funding.

Coordinated Access Eligibility and Prioritization Policies also specifically target:

- Diverted households that cannot stabilize without financial assistance,

Additionally, note the following:

- No sobriety requirements

Finally, note that a progressive engagement concept will be used meaning that, based on their housing status, most individuals/households will be referred to either ESG-RRH or ESG-HP. The goal is to start addressing the housing crises as soon as possible and to avoid assuming that an individual/household has too many barriers to be served by either ESG-RRH or ESG-HP.

Note that the term “diverted” is defined here as an individual/household who presented to shelter but was successfully diverted (either to friends, family, or some other resources and location that is appropriate for human habitation). This term does not refer to and cannot be used in reference to an individual/household who meets the HUD definition for literally homeless (households that are either unsheltered homeless or sleeping/living in temporary shelter, including hotels/motels paid for by charitable organizations or by federal, state and local government programs).

Finally, the Coordinated Access Referral Guidance will use the following to determine whether ESG-HP is appropriate:

- If this is a person/head of household with no known serious disability that requires long-term services to manage a home, refer for Homelessness Prevention.
 - Diverted households
 - Has income or work history [Coordinated Access staff to assess for barriers to housing stability and create housing support plan prior to referral to ESG-HP]

Note related to income or work history: a household that has no income or work history will be prioritized for TH; so ESG-RRH and ESH-HP are likely to be targeted to those individuals/households that have income or work history.

RAPID RE-HOUSING

Note that all targeted individuals and families described below have to meet the minimum HUD requirements for eligibility to RRH.

Providers are currently testing a shared assessment form. In the meantime, City of Houston targets the following populations:

- People who have a history of incarceration;
- People in need of SSI/SSDI who are working with targeted providers [For example, in the City of Houston, the targeted provider is Cathedral Justice System] and are expected to need 9 – 18 months of RRH assistance before they can be stabilized with SSI/SSDI assistance;
- People who have experienced domestic violence related to their homelessness
- Youth (ages 18 – 24)

Coordinated Access Eligibility and Prioritization Policies also specifically target:

- Unsheltered households, or
- Sheltered households that do not leave on their own within 10 days

Additionally, note that the following:

- No sobriety requirements
- May be intentional bridge to PSH if person is on the PSH wait list (with Coordinated Access approval)

Finally, note that a progressive engagement concept will be used meaning that, based on their housing status, most individuals/households will be referred to either ESG-RRH or ESG-HP. The goal is to start addressing the housing crises as soon as possible and to avoid assuming that an individual/household has too many barriers to be served by either ESG-RRH or ESG-HP.

Finally, the Coordinated Access Referral Guidance will use the following to determine whether RRH is appropriate:

- If this is a person/head of household with no known serious disability that requires long-term services to manage a home, refer for ESG-RRH.
 - First time homeless or homelessness caused by recent change in financial situation
 - Has income or work history [Coordinated Access staff to assess for barriers to housing stability and create housing support plan prior to referral to ESG-RRH]

Note related to income or work history: a household that has no income or work history will be prioritized for TH; so ESG-RRH and ESG-HP are likely to be targeted to those individuals/households that have income or work history.

FINANCIAL ASSISTANCE

DURATION AND AMOUNT OF ASSISTANCE

City of Houston policy is that no provider may create limits for the amount of assistance that will be provided to clients.

- All subrecipients are expected to provide support to clients for the full time necessary to stabilize that client and provide for the likelihood of positive housing outcomes after assistance.
- City of Houston will not permit subrecipients to set their own maximum standards for assistance, recognizing that the amount of assistance and duration of assistance can vary substantially among clients.

In summary, if appropriate, client is eligible to receive assistance up to the full 24 months in a 3 year period as determined by the certification process required for all ESG clients.

However, City of Houston anticipates very few clients will need or be eligible to receive this level of assistance. City of Houston is currently working to provide guidance around the average assistance period as well as the considerations that would warrant longer and/or shorter assistance periods.

In the meantime, it is the case manager's responsibility, when conducting the eligibility re-certification, to document client need and ensure that ESG is the most appropriate assistance for this client. City of Houston and all members of the Houston/Harris County continuum intend to update and refine the process once HMIS has more robust data specifically for ESG clients.

PARTICIPANT SHARE

City of Houston will not have a minimum amount or percentage that will be applied to client contributions across all service providers. In addition, City of Houston will not allow providers to create a minimum participation amount for clients upon entry into any homelessness prevention or rapid re-housing program. Clients will be required to contribute a portion of their income in addition to their assistance once the client income has increased during program participation, according to the following schedule:

- Once clients have an increase in income (access to additional resources, new or higher paying job within the household, etc.), City of Houston subrecipients must allow a client

to receive three months of the increased income before requiring client contributions, as long as the period of service fits within the 24 month cap for assistance.

- Once clients have earned three months of additional income, on the fourth month the client is expected to contribute 5 percent of the cost of living expenses (rent and utilities, if both are being covered) for which they are receiving assistance.
- Clients may request a hardship waiver, through their case manager, to forgo the contribution that month. All hardship waivers must be reviewed and approved by a case management supervisor. If a client receives a hardship waiver, each month their situation will be reevaluated to begin contributions at five percent.
- Contributions will continue to increase by 5 percent each month but cannot exceed 30 percent of the client's adjusted monthly income.
- Clients may request a hardship waiver at any time, and will be asked to contribute at the amount for which the waiver was originally requested.

Note that housing location and case management staff persons are expected to educate landlords and familiarize them with this model. Additionally, housing location and case management staff are expected to inform landlord staff on updates to changes in participant share as well as eligibility re-evaluations; this way the landlord is aware of any changes to the amount of financial assistance being provided, including termination of assistance.

Moreover, note that City of Houston is currently assessing the standard for Participant Share to determine whether a more aggressive step-down approach is appropriate (i.e. a schedule that requires participants pay a more than 5 percent per month). Expect to receive additional guidance and/or an updated policy in the near future.

HOUSING STABILIZATION AND RELOCATION RELATED ASSISTANCE AND SERVICES

REQUIRED SERVICES: CASE MANAGEMENT & CASE LOADS

For programs providing rapid re-housing assistance to clients with high barriers and mental illness and/or substance abuse, City of Houston requires that case managers must conduct home visits at least bi-weekly for the first three months receiving assistance. Homelessness prevention clients must have an initial home visit when first approved for assistance and subsequent house visits with each recertification every three months. It is expected that case managers will conduct office visits with homelessness prevention clients between home visits,

at least once per month. Case managers and program managers are encouraged to provide more than the minimum required services through case management.

As part of the requirement for comprehensive case management for housing stability, all case managers are expected to complete, at a minimum, an in-person or by telephone follow up with clients 30 days after exiting the program.

In addition, it is expected that case managers maintain a reasonable case load to be able to provide quality housing case management to each of her or his clients:

- Housing case managers for rapid re-housing and homelessness prevention clients should carry a case load of 20 – 25 clients.
- If a case manager is focused solely on very high barrier or chronically homeless clients, the case load should not exceed 15 clients.

These ratios ensure that case managers are able to give quality housing case management to address the needs of their clients and provide the level of service expected of ESG funded housing case managers.

Note that as part of housing location and case management services provided, staff are expected to educate landlords and familiarize them with the financial assistance model, particularly as it relates to participant share in rent. Additionally, housing location and case management staff are expected to inform landlord staff on updates to changes in participant share as well as eligibility re-evaluations; this way the landlord is aware of any changes to the amount of financial assistance being provided. Staff must touch base with the landlord and ensure that they have an updated copy of the Rental Assistance Agreement and are aware of the changes to the participant rent share.

REQUIRED SERVICES: HOUSING LOCATION SERVICES

Any subrecipient of ESG assistance must provide housing location assistance for clients as a part of its full housing relocation and stabilization services to ESG clients. Subrecipients are expected to have at least one staff member dedicated to finding appropriate housing and developing relationships with affordable housing providers so that ESG clients have access to housing choice through the subrecipient, rather than the expectation that clients must navigate the system on their own.

Note that as part of housing location and case management services provided, staff are expected to educate landlords and familiarize them with the financial assistance model,

particularly as it relates to participant share in rent. Additionally, housing location and case management staff are expected to inform landlord staff on updates to changes in participant share as well as eligibility re-evaluations; this way the landlord is aware of any changes to the amount of financial assistance being provided. Staff must touch base with the landlord and ensure that they have an updated copy of the Rental Assistance Agreement and are aware of the changes to the participant rent share.

INELIGIBLE SERVICES: CREDIT REPAIR AND LEGAL SERVICES

City of Houston will not allow ESG funds to be used for credit repair and legal services to be eligible activities. City of Houston has found limited access to this resource by clients and providers and will instead encourage the use mainstream service providers and establish them as part of the system of providers with formal relationship.

OPTIONAL SERVICES: SECURITY/UTILITY DEPOSITS

City of Houston recognizes that high deposits for rental application and initial utility services are often important for securing housing for clients with high barriers to housing or who may be seen as a risk. Subrecipients are allowed to include rental and utility deposits as part of the housing relocation and stabilization services.

- Security deposits can be for up to two months of rent for the client.
- Deposits may remain with the client if they are stably housed once the subrecipient has completed providing assistance.

OPTIONAL SERVICES: RENTAL APPLICATION RELATED ASSISTANCE

City of Houston expects all case managers and housing specialists to work closely with housing providers and establish trusting relationships among landlords in a way that will encourage property owners and managers to waive application fees for rental properties. To that end, application fees can only be provided for one application at a time; but note that this only limits the number of applications that require application fees. Case managers and housing specialists can and should work with clients and landlords to process as many free applications as possible.

APPENDIX A: HUD DEFINITION FOR HOMELESS

HUD CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> • Has a primary nighttime residence that is a public or private place not meant for human habitation; • Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> • Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> • Residence will be lost within 14 days of the date of application for homeless assistance; • No subsequent residence has been identified; <u>and</u> • The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> • Are defined as homeless under the other listed federal statutes; • Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; • Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> • Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>Any individual or family who:</p> <ul style="list-style-type: none"> • Is fleeing, or is attempting to flee, domestic violence; • Has no other residence; <u>and</u> • Lacks the resources or support networks to obtain other permanent housing

APPENDIX B: HUD DEFINITION FOR AT RISK OF HOMELESSNESS

HUD CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> A. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> B. Is living in the home of another because of economic hardship; <u>OR</u> C. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> D. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> E. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> F. Is exiting a publicly funded institution or system of care; <u>OR</u> G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

APPENDIX C: CROSS WALK OF HUD HOMELESS AND AT RISK DEFINITIONS AND ELIGIBILITY TO ESG PROGRAM COMPONENTS

Eligibility by Component	Emergency Shelter	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV
	Rapid Re-Housing	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)
	Homelessness Prevention	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless) <p>Individuals and families who are defined as At Risk of Homelessness</p> <p>Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI</p>

APPENDIX D: ELIGIBILITY CRITERIA AND PRIORITIZATION TOOL FOR HOMELESSNESS PREVENTION SYSTEM

Eligibility Requirements

All potential clients will be screened for the following:

Income – Only households with income below 30% of the Area Median Income are eligible for Homelessness Prevention services (see Attachment A for income limits)

PLUS

Trigger Crisis – An event has occurred which is expected to result in housing loss within 30 days due to one of the listed reasons (see Attachment B for qualifying trigger crises)

PLUS

No resources or support network to prevent homelessness –No other options are possible for resolving this crisis. “But for this assistance” this household would become literally homeless—staying in a shelter, a car, or another place not meant for human habitation

OR

Unaccompanied children and youth who qualify as homeless under another Federal statute – See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

OR

Families with children or youth who qualify as homeless under another Federal statute –See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

PLUS

Score of at least 20 points—or 15 – 19 points with override sign-off (see Attachment D for score sheet)

Attachment A

30% Area Median Income (2012)

1 Person Household	\$14,500	(\$1,170/month)
2 Person Household	\$16,050	(\$1,338/month)
3 Person Household	\$18,050	(\$1,504/month)
4 Person Household	\$20,050	(\$1,671/month)
5 Person Household	\$21,700	(\$1,808/month)
6 Person Household	\$23,300	(\$1,942/month)
7 Person Household	\$24,900	(\$2,075/month)
8 Person Household	\$26,500	(\$2,208/month)

Attachment B

Trigger Crisis

Will lose housing within 30 days due to one of the following:

- Moved twice or more in the past 60 days
- Living in the home of another person because of economic hardship
- Notified that right to occupy their current housing or living situation will be terminated within 21 days after date of application
- Living in hotel or motel and cost is not paid for by charitable organization or government program for low-income people
- Living in SRO or efficiency where more than 2 people live; or in a larger housing unit with more than 1 ½ people per room
- Exiting a publicly funded institution or system of care
- Exiting a publicly or privately funded inpatient substance abuse treatment program or transitional housing program
- Living in rental housing that is being condemned by a government agency and tenants are being forced to move out

Attachment C

Other Definitions of Homelessness

- **Runaway and Homeless Youth Act (42 U.S.C 5701 et seq.)**

Runaway and Homeless Youth funding is administered by the Family and Youth Services Bureau within the Administration for Children & Families (ACF) of the U.S. Department of Health and Human Services (HHS). Information about Runaway and Homeless Youth program grantees is available online at <http://www2.ncfy.com/locate/index.htm>.

- **Head Start Act (42 U.S.C. 9831 et seq.)**

Head Start funding is administered by the Office of Head Start (OHS) within ACF/HHS. A listing of Head Start programs, centers, and grantees is available online at <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>

- **Violence Against Women Act of 1994; subtitle N (42 U.S.C. 14043e et seq.)**

Violence Against Women Act established the Office on Violence Against Women (OVW) within the U.S. Department of Justice (DOJ). OVW administers financial and technical assistance to communities across the country that are developing programs, policies, and practices aimed at ending domestic violence, dating violence, sexual assault, and stalking. Currently, OVW administers one formula grant program and eleven discretionary grant programs, all of which were established under VAWA and subsequent legislation. More information about OVW is available online at <http://www.ovw.usdoj.gov/>.

- **Public Health Service Act; section 330 (42 U.S.C. 254b)**

The Public Health Service Act authorized the Health Center Program, which is administered by the Bureau of Primary Health Care within the Health Resources and Services Administration (HRSA) of HHS. Information about local Health Centers can be found online at <http://bphc.hrsa.gov/index.html>

- **Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)**

Food and Nutrition Act of 2008 relates to the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps. SNAP is administered by the U.S. Department of Agriculture (USDA). More information about SNAP can be found online at <http://www.fns.usda.gov/snap/>

- **Child Nutrition Act of 1966; section 17 (42 U.S.C. 1786)**

Child Nutrition Act of 1966 authorized numerous programs related to school lunches and breakfasts and funds for meals for needy students. For more information about these programs, contact the local School Department.

- **McKinney-Vento Act; subtitle B of title VII (42 U.S.C. 11431 et seq.)**

McKinney-Vento Act authorized the McKinney-Vento Education for Homeless Children and Youths Program, which is administered via the Office of Elementary and Secondary Education within the U.S. Department of Education. More information about this program is available online at <http://www2.ed.gov/programs/homeless/index.html>. Also, contact the local School Department.

Attachment D

Prioritization Scoring

Income Scoring

- ___ Rent burden at 66 – 80% of income.... 5 points
- ___ Income at or below 15% AMI.... 20 points OR
- ___ Income 16 – 29% AMI.... 10 points

15% Area Median Income (2012)

1 Person Household	\$7,250	(\$604/month)
2 Person Household	\$8,025	(\$669/month)
3 Person Household	\$9,025	(\$752/month)
4 Person Household	\$10,025	(\$835/month)
5 Person Household	\$10,850	(\$904/month)
6 Person Household	\$11,650	(\$970/month)
7 Person Household	\$12,450	(\$1,038/month)
8 Person Household	\$13,250	(\$1,104/month)

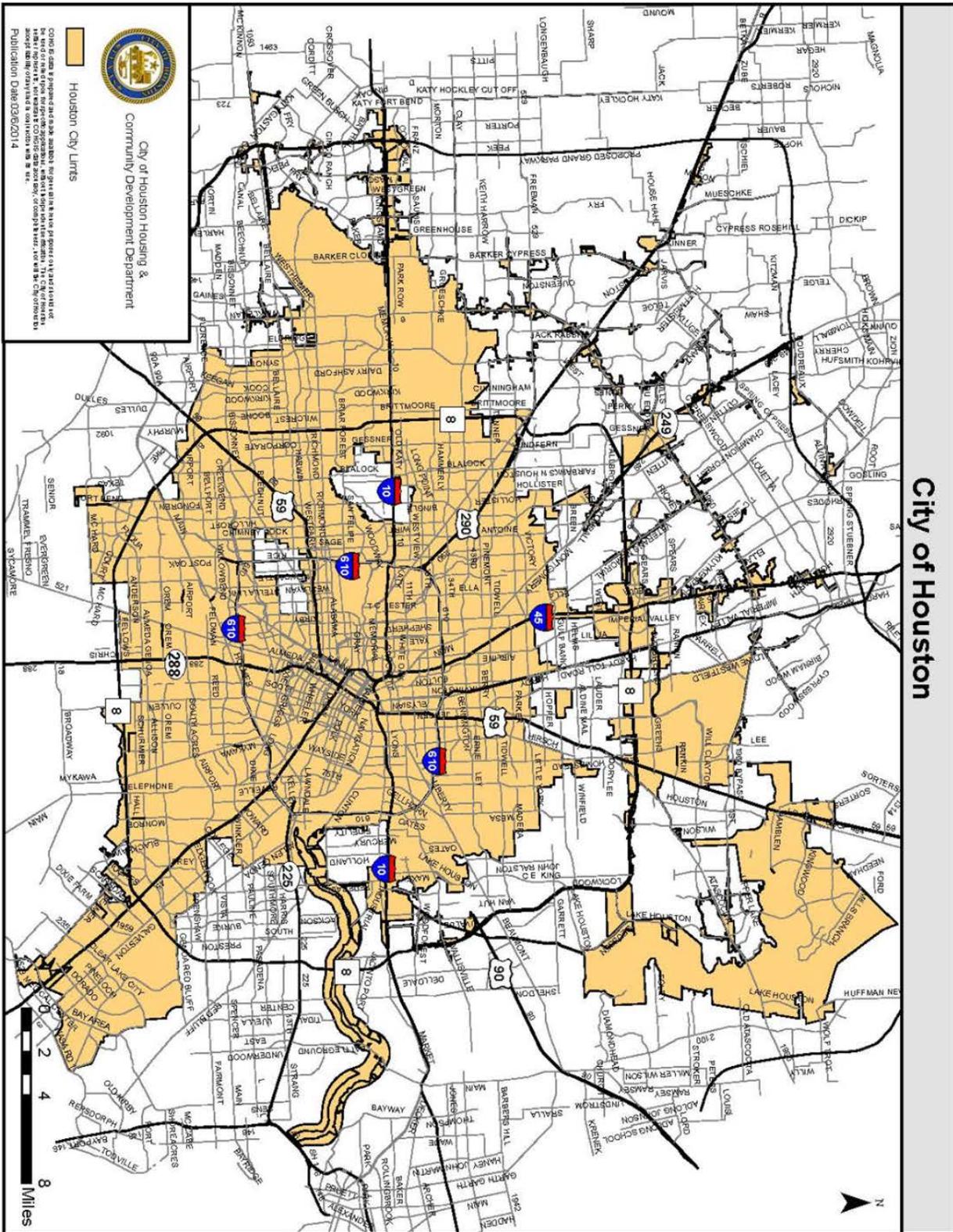
Tenant Barriers/Risk Factors Scoring

Tally	Screening Barrier	Points for Barrier
_____	Eviction history	1 point
_____	No credit references: has no credit history	1 point
_____	Lack of rental history: has not rented in the past	1 point
_____	Unpaid rent or broken lease in the past (separate from current unpaid rent)	1 point
_____	Poor credit history: late or unpaid bills, excessive debt, etc	1 point
_____	Past Misdemeanors	1 point
_____	Past Felony other than critical Felonies listed below	1 point
_____	Exiting criminal justice system where incarcerated for less than 90 days	1 point
_____	Critical Felony (drugs, sex crime, arson, crimes against other people)	5 points
_____	Pregnant or has at least one child 0 – 6	5 points
_____	Head of household under 30 years old	5 points
_____	Family experienced literal homelessness in the past 3 years	5 points
_____	Only 1 adult in household	5 points
_____	TOTAL (Tally of Income & Tenant Barriers Scoring)	

Override

If a household has 15 to 19 points but the agency believes there is a compelling reason to provide homelessness prevention services, the program can document reasons for overriding the score. The override must be signed off by an agency representative at a higher level of authority than direct service staff.

Attachment E





Appendix # 7: Language Assistance Plan

CITY OF HOUSTON

Language Assistance Plan

FOR THE

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

PROPOSED UPDATE MAY 2014

ORIGINAL MAY 2013



601 Sawyer

Houston, TX 77007

713-868-8300

1-800-735-2989 (TTY)

Web: www.houstontx.gov

Table of Contents

Introduction	1
Development of the Plan	2
Four Factor Analysis	3
Factor 1	3
Factor 2	5
Factor 3	5
Factor 4	6
Language Assistance Measures	7
Oral Interpretation Services	7
Written Translation Services	8
Working with Subrecipients of Federal Funding	9
Staff Training and Coordination.....	10
Providing Notice to LEP Persons: Marketing and Outreach	11
Record Keeping and Evaluation	12
Appendix	13
Appendix 1: City's Administrative Procedure for handling LEP individuals.....	14
Appendix 2: HCDD Essential Public Information.....	18

Introduction

The City of Houston is an incredibly diverse community where residents speak many different languages. More than 46% of Houston's almost 2 million residents over the age of 5 years old speak a language other than English at home (2008-2012 American Community Survey). Many Houstonians, whose first language is not English, may have a limited ability to read, write, speak, or understand English and are considered limited English proficient or "LEP". LEP individuals may not have the same access to important housing and social services as those who are English proficient. LEP individuals may lack the social networks to connect them to housing services and programs; if connected to the programs, they may fail to comply with applicable responsibilities that could qualify them for programs and services. For these and other reasons, LEP individuals may encounter significant barriers to housing and social service programs.

Federal Authority

Title VI of the Civil Rights Act of 1964 (Title VI) is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who are LEP can effectively participate in or benefit from federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Title VI requires organizations whose programs are federally funded to ensure meaningful access to those programs. In order to promote meaningful access for LEP persons to housing services and programs, the City of Houston Housing and Community Development Department (HCDD) prepared this Language Assistance Plan. HCDD administers various HUD funded activities through special grants and entitlement grants including Community Development Block Grant (CDBG), Home Investment Partnerships Grant (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grant (ESG).

Federally assisted recipients are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the recipient's programs and activities. To do this, the recipient can:

- 1) Conduct a four-factor analysis
- 2) Develop a Language Access Plan
- 3) Provide appropriate language assistance

The purpose of this Language Assistance Plan is to implement a process by which HCDD will provide greater access and participation in its services, programs, and activities for Houstonians with limited English proficiency. This Language Assistance Plan sets forth a framework of the language services and procedures that HCDD will implement in order to address the needs of LEP persons. In developing the Language Assistance Plan, HCDD followed guidelines issued by HUD including the recommended four-factor analysis to determine LEP needs and organizational capacity to meet those needs.

Local Authority

On July 31, 2013, Mayor Annise Parker signed Executive Order 1-17 under the authority of Article VI, Section 7a, of the City Charter of the City of Houston. The order mandates all City departments to establish policies for providing information about City services, programs, and activities to residents and visitors who are LEP persons. As per the Executive Order, "Essential Public Information", which is defined as any information developed or used by the department or deemed vital for purpose of public safety, public health, and economic development, shall be translated into the top 5 commonly-used languages, when feasible.

Development of the Plan

HCDD developed this Language Assistance Plan to help identify reasonable steps to ensure nondiscrimination for providing language assistance to persons with limited English proficiency who seek services and programs funded by HCDD. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare the document, HCDD undertook the four-factor analysis which takes into account the following:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the programs and services provided through HCDD funding.
2. The frequency with which LEP persons come into contact with the CDBG programs and services.
3. The nature and importance of the CDBG programs and services to the person's life.
4. The resources available to City staff and overall costs to provide LEP assistance.

Four Factor Analysis

The four-factor analysis is recommended by HUD in order to determine the eligible LEP population and the level of need for language services to be provided to LEP individuals by HCDD. HCDD prioritizes language access by utilizing the list of most spoken citywide LEP languages based on Census data and internal research. HCDD provides services to LEP customers by various methods based upon the relative number of such persons and the frequency of contacts or anticipated contacts. Reasonable steps are taken to accomplish the goal of providing meaningful access to LEP persons within the cost limitations of HCDD funding.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the programs and services provided through HCDD funding.

HCDD used the 2008-2012 American Community Survey 5-year estimates to determine the potential LEP population in the City of Houston. The following tables provide information about these populations.

Compared to the Houston Metropolitan Statistical Area (MSA), Texas, and the U.S, the City of Houston has the highest percentage of multi-lingual residents with almost half of the residents 5 years or older speaking a language other than English at home. There is also a higher percentage of residents within the City of Houston that speak English "Less Than Very Well", even compared to the Houston-Sugar Land-Baytown Metropolitan Area.

Breakdown of Population 5 Years or Older – Language Spoken at Home

	United States	Texas	Houston-Sugar Land-Baytown Metro Area	City of Houston
Total Population	289,000,827	23,280,055	5,490,490	1,938,003
Speak English Only	79.5%	65.4%	62.8%	53.8%
Speak English Only or Speak English "Very Well"	91.3%	85.6%	82.8%	75.9%
Speak English "Less Than Very Well"	8.7%	14.4%	17.2%	24.1%

Source: Table S16001, 2008-2012 American Community Survey

The City of Houston is a diverse community. Houston residents speak more than 39 different languages. The most frequently spoken non-English languages are Spanish, Vietnamese, and Chinese (2008-2012 American Community Survey, Table S16001).

Language Spoken at Home for the Population 5 Years or Older in the City of Houston

Language Spoken at Home	# of Persons	% of Population
Spanish or Spanish Creole	729,528	37.6%
Vietnamese	33,285	1.7%
Chinese	24,286	1.3%
African Languages	12,503	0.6%
Other Asian Languages	9,410	0.5%
French	9,058	0.5%
Arabic	8,580	0.4%
Hindi	8,203	0.4%

Source: Table S16001, 2008-2012 American Community Survey

Estimating the number of residents with limited English proficiency is important when identifying the need for language services. The following shows the number of City of Houston residents that speak English "Less than Very Well". Those with limited English proficiency most frequently speak Spanish, Vietnamese, Chinese, Arabic, and Urdu.

Populations 5 Years or Older by Language That Speak English “Less than Very Well” in City of Houston

Language Spoken at Home	Population	Percent of Total Population	2 Year Change
Spanish or Creole	397,429	21.5%	-0.3%
Vietnamese	21,584	1.1%	11.5%
Chinese	13,521	0.7%	2.7%
Other Asian Languages	3,580	0.2%	66.9%
African Languages	3,364	0.2%	-0.1%
Arabic	3,324	0.2%	19.7%
Urdu	2,783	0.1%	24.5%
Other Indic Languages	2,718	0.1%	22.9%
Korean	2,498	0.1%	-9.9%
French (incl. Patois, Cajun)	2,084	0.1%	7.6%
Hindi	2,041	0.1%	31.3%
Persian	1,612	0.1%	23.3%
Tagalog	1,551	0.1%	30.7%
Russian	1,388	0.1%	-4.7%

Source: Table S16001, 2006-2010 American Community Survey and 2008-2012 American Community Survey

Residents living below the poverty line are in greater need of services that HCDD funding helps to provide, including housing and supportive services for low- and moderate-income persons. Examining the language spoken by the population living in poverty can help determine language needs of those in poverty and thus those most in need of HCDD services. In 2013 poverty is defined as those households who make \$23,550 for a household of four (<http://aspe.hhs.gov/poverty/13poverty.cfm#thresholds>). The Area Median Income (AMI) in the Houston Metropolitan Area for a family of four is \$66,800 and the Poverty Line is approximately 35% of AMI (<http://www.huduser.org/portal/datasets/il/il13/index.html>).

Poverty Status in the City of Houston by Language Spoken at Home for Population 5 Year and Over

	Population	Percent of Total Population	Percent of Population in Poverty
People in Poverty	400,069	21%	100%
Speak Spanish	198,897	10%	50%
Speak Asian and Pacific Island languages	14,133	1%	4%
Speak other Indo-European languages	10,668	1%	3%
Speak other languages	5,172	0%	1%

Source: Table B16009, 2008-2012 American Community Survey

Summary of the U.S. Census American Community Survey Data:

- Almost half (45.7%) of the population living in the City of Houston speaks English and another language, which is a greater percentage compared to the United States (20.5%), Texas (34.6%), and the metropolitan area (37.2%).
- The most common languages spoken at home in the City of Houston are Spanish, Vietnamese and Chinese.
- Almost one quarter (24.1%) of the population living in the City of Houston speaks English “less than well”, which is a greater percentage compared to the United States (8.7%), Texas (14.4%), and the metropolitan area (17.2%).
- More than one fifth (21.5%) of the population living in the City of Houston speak Spanish and speak English “less than well”. Two other languages have a significant number of people that speak English “less than well”: Chinese (1.1%), Vietnamese (0.7%), Arabic (0.2%), and Urdu (0.1%).
- Half (50%) of the people living in poverty in Houston speak Spanish at home.

Factor 2: The frequency with which LEP persons come into contact with HCDD programs and services.

There are three primary ways that residents, including LEP persons, contact HCDD to inquire about HCDD programming and assistance. First, HCDD's front desk staff person directs callers and visitors to the appropriate HCDD Division staff member or to other City Departments. Second, HCDD's Homebuyer's Hotline / Housing Call Center answers questions and serves as the first step to participation in HCDD's housing programs including the Single Family Home Repair Program and Homebuyer's Assistance Program. Finally, the Fair Housing Office receives calls from citizens needing assistance with landlord/tenant relations or other fair housing concerns. These HCDD staff members interact with potential clients, including LEP clients, on a daily basis over the phone and in-person. Other staff members have less frequent interaction with LEP persons.

There is limited data available regarding HCDD staff contacts with LEP persons. Conversations with HCDD program staff provide anecdotal evidence about the frequency of contacts of the various LEP language groups with HCDD programs. This anecdotal evidence suggests that staff most frequently come in contact with LEP Spanish speakers that need language assistance. The second most frequent contacts are with Vietnamese speakers; however, these contacts are much less compared with LEP Spanish speakers.

Factor 3: The nature and importance of the HCDD program, activity or service to the person's life.

The majority of contacts between HCDD staff and LEP persons are through phone calls, in-person meetings, and written communication. The following illustrates the contacts between HCDD Divisions and Offices and the services provided to the public.

Division/Office	Target Population	Core Service	Level of Importance to LEP Population
Homebuyer's Assistance Program	LMI homebuyers	Provides funding assistance to LMI households purchasing homes	High
Single Family Home Repair Program	LMI homeowners	Provides funding assistance to LMI homeowners to repair, rehab, or rebuild their current home	High
Fair Housing Hotline	Residents or potential residents of Houston	Assists residents of the Houston area who believe they have experienced discrimination under the Fair Housing Act	High
Public Services Program	LMI residents, homeless persons, HOPWA persons and other special needs populations; subrecipients	Funds nonprofits and city departments in support of housing and related supportive service programs	High
Public Information Office	City of Houston residents, stakeholders, City Council	Provides information about HCDD activities	High
Municipal & Private/Public Facilities	LMI residents and special needs populations; subrecipients	Funds subrecipients rehabbing and constructing public facilities (parks, neighborhood facilities) and funds other city departments for lead abatement and code enforcement activities	Medium
Multifamily/ Commercial Construction	LMI residents in need of housing; special needs populations in need of housing; developers	Funds non-profit and for-profit developers to rehab or build affordable housing or create economic development opportunities	Medium
Planning and Grants Management	Internal staff and Houston residents	Ensures HCDD's compliance with all applicable laws and regulations and plans for future activities by soliciting public input	Medium
Compliance and Monitoring	Internal staff, subrecipients, developers, and contractors	Monitors HCDD contracts, activities associated with Section 3, Davis-Bacon, MBE, Environmental Assessments, Fair Housing	Low
Finance	Internal staff	Handles financial reporting, budgeting, payment processing, and IT Services	Low
Administration and Procurement	Internal staff	Handles records management, facilities, administrative services, and procurement activities	Low

Factor 4: The resources available to city staff and overall costs to provide LEP assistance.

HCDD utilizes a combination of multilingual staff members and procured vendors as professional, competent translators and interpreters. HCDD staff address most language assistance needs. Staff assist with over-the-phone and in-person interpretation, as well as, some document translation services. The City of Houston implements a bilingual pay system in which employees are identified as translators (Bilingual Pay Policy for Municipal Employees, Administrative Policy No. 3-9). HCDD staff have access to a list of bilingual HCDD employees that can assist with interpretation through the Staff Directory, which is updated regularly. If HCDD bilingual staff members are not proficient in the language needed, the City's Human Resources Department may assist in locating a bilingual staff person that can assist with translation from another city department. These are low cost methods of providing language services.

The City of Houston's 3-1-1 service request line has a contract with Language Line, which assists with over-the-phone translation services in over 170 languages and is available twenty-four hours a day. HCDD staff may use the Language Line. In addition, HCDD may contract with area vendors to provide in-person interpretation upon request in advance of public hearings. HCDD will procure qualified area vendors for written translation, when needed and as funding allows.

As a result of the Houston's Executive Order 1-17, the Mayor's language access designee will provide technical assistance and resources to assist in the implementation of HCDD's Language Assistance Plan.

Language Assistance Measures

In order to promote equal access to HCDD programs and services by LEP individuals, HCDD will implement the following array of language assistance services. Actions will be implemented and monitored by HCDD staff.

HCDD will provide the appropriate level of oral interpretation and written translation services based on the four factor analysis and Houston's Executive Order 1-17. Members of most language groups will at least have the ability to receive oral translation services through 3-1-1's Language Line if an HCDD or City staff member cannot provide oral translation services adequately. However, due to financial constraints and undemonstrated need at this time for certain program documents to receive written translation, HCDD will focus its resources on providing written translations for LEP populations with the greatest language needs.

Oral Interpretation Services

The need for oral interpretation services arises in one of two ways: either HCDD staff receive a telephone call or a client visits the HCDD office or a public hearing. The following describes the process that HCDD will use when receiving LEP clients through telephone communication or in-person visits. This process follows the City's Administrative Procedure for handling LEP individuals which is attached in the Appendix of this document.

Telephone Communication

1. The HCDD Staff Directory indicates individuals within HCDD who can speak a non-English language and receive bilingual pay. The Staff Directory is available to all HCDD staff.
2. A staff member who receives a call from a LEP client will assess the primary language needed by the client. If that staff member is listed as bilingual in the Staff Directory and speaks a language relevant to the LEP caller, then that staff member will assist the client. If communication becomes difficult for any reason, the staff member will transfer the call to another HCDD employee identified on the Staff Directory as having language skills relevant to the LEP caller.
3. If a HCDD staff member receives a call from a LEP client and does not speak the language of the caller, the staff member will transfer the call to another member who is listed in the Staff Directory with relevant language skills.
4. If there is not a HCDD staff member indicated on the Staff Directory that speaks a language relevant to the LEP caller, then the staff member can use the 3-1-1 Language Line to communicate with the caller.

In-Person Client Visit

LEP clients visit the HCDD office for meetings with program staff, mostly regarding the Homeowner Repair Program. Other LEP clients may visit the office for general information about HCDD programs.

1. For in-person client visits, the front-desk staff member is the first point of contact with the client. Front desk staff will assess the language needs of in-person LEP visitors. Staff will be equipped with HUD's "I Speak" language card to facilitate language identification, if necessary. After identifying the relevant language, front desk staff will refer to the Staff Directory to identify staff that may best assist the client.
2. The identified staff member will meet with the LEP individual and provide oral translation services.
3. If no HCDD staff members can effectively assist an LEP individual, then the staff member may utilize the 3-1-1 Language Line.

4. If needed, HCDD may ask for assistance from other city staff that receive bilingual pay and speak languages other than those spoken by HCDD staff. The City's Human Resources Department will assist with identifying other city staff that may assist with language needs including in-person interpretation services.

Public Hearing Interpretation Assistance

When needed, HCDD will contract with area vendors to provide in-person interpretation upon request in advance of public hearings. HCDD may provide in-person interpretation for Public Hearings without advanced request, as need is anticipated and as funding is available.

Written Translation Services

City's Executive Order

The City's Executive Order 1-17 defines "essential public information" as any information developed or used by the department and deemed vital for purposes of public safety, public health, and economic development. The Executive Order stipulates that, when feasible, the City shall translate "essential public information" into five commonly-used languages, as determined by the Office of International Communities. These five languages are:

1. Spanish
2. Vietnamese
3. Chinese
4. Arabic
5. Urdu

Staff will propose documents that meet the criteria of "essential public information" and final determination of which HCDD documents meet the "essential public information" criteria will be made by the Department Director or the Director's designee. One HCDD document meets the City's criteria and is provided in the Appendix of this Plan.

HUD Guidance

HUD guidance specifies that "vital" documents be translated for eligible LEP persons. HUD's Final Guidance defines vital documents as "any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically". HUD characterizes a document as vital depending "upon the importance of the program, information encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner" (Federal Register / Vol. 72, No. 13 / Monday, January 22, 2007 / Notices p. 2732). However, this does not mean that a "vital" document should automatically receive written translation. Under the four factor framework, the frequency of contact with the document and organizational resources must also be considered.

HCDD does not currently collect data on which documents and programs are most accessed by each LEP language group, and so it is difficult to assess the frequency with which LEP clients access certain HCDD programs. As identified in the four factor analysis, anecdotal evidence through conversations with HCDD program staff suggest that Spanish speakers have had the greatest demand for language services, in particular the housing programs. In the future, data collection will be enhanced to allow HCDD to more accurately assess LEP needs within programs. The data will be used to refine the Plan during future reviews to more effectively serve LEP clients.

If oral translation, other program material, or a summary of a written document cannot be provided, a written translation of the document may best serve LEP individuals. The following provides a framework that will be used to assess which program documents may qualify for written translation into non-English languages.

Framework for Providing Written Translation Materials		
	Document does not need translation	Document may need translation
Can the document be translated orally?	Yes	No
Do LEP clients frequently access the document?	No	Yes
Is the document the only material available for increasing LEP client access to housing programs and social services?	No	Yes

Working with Subrecipients of Federal Funding

HUD guidance specifies that subrecipients of HUD funding are subject to LEP guidelines. HCDD administers various forms of HUD funding to nonprofit and other community organizations. HCDD will collaborate with these organizations so that they understand LEP guidelines.

Since HCDD funds a diverse group of organizations providing a wide range of services, there is not one approach to developing each nonprofit's Language Assistance Plan. In addition, subrecipients may not have the resources and may choose not to develop a written Language Assistance Plan, however organizations without a written plan must still ensure meaningful access to their programs and activities by LEP persons. HCDD will work with subrecipients who elect not to develop a written plan, to find alternative ways to illustrate and record their plans to provide meaningful access to LEP individuals.

Staff Training and Coordination

HCDD will provide training on the required assistance actions under the Language Assistance Plan for HCDD employees. This will include:

1. Training: As needed, training will be scheduled for all employees to review the Language Assistance Plan elements and inform staff of their responsibilities relative to LEP persons. On an ongoing basis, periodic refresher training will be provided to staff who regularly interact with HCDD clients. Discussion about the Language Assistance Plan and procedures will be periodically reviewed during Management Staff meetings so that they may reinforce its importance and ensure its implementation.
2. Coordination: The Planning and Grants Management Division is responsible for updating of the LEP analysis and the Language Assistance Plan, addressing staff and public questions and issues related to LEP matters, and providing ongoing training.

Providing Notice to LEP Persons: Marketing and Outreach

Marketing efforts are instrumental to ensuring that LEP clients seeking language assistance for housing programs and social services receive appropriate and quality language services. Additional marketing and outreach efforts may uncover latent demand for language services, which may be tracked through future data collection efforts. To ensure that LEP persons are aware of the language services available to them, HCDD will take the following actions:

- Provide notice of language services available in documents and for HCDD visitors
- Place the “I Speak Card” in the HCDD lobby available for visitors to use
- Incorporate multilingual messages into HCDD outreach documents
- Post translated marketing materials and written documents on the HCDD website
- Work with community organizations and other stakeholders to inform LEP persons of available language assistance services
- Place public hearing announcements or information about programs and services on non-English media outlets, such as community newspapers or radio stations

Record Keeping and Evaluation

To continue to provide effective services for LEP clients, HCDD will monitor its progress and adjust this Language Assistance Plan as necessary to client needs. As a part of the HCDD reporting process, the Language Assistance Plan will be reviewed annually and updated, if needed. The review will assess:

- Whether there have been any significant changes in the composition or language needs of LEP populations
- Any issues or problems related to serving LEP persons which may have emerged during the past year
- Identification of any recommended actions to provide more responsive effective language services

Collecting, analyzing, and maintaining data is one way that HCDD may assess the effectiveness of the Language Assistance Plan. HCDD will explore ways to regularly collect and maintain data on each encounter with an LEP client. The data may include the following:

- Method of communication (telephone or in-person)
- Type of language needed (Spanish, Vietnamese, Chinese, etc.)
- Type of language service needed (oral or written translation)
- The program being accessed (homebuyer, housing rehab, landlord/tenant)
- Outcome (how was the issue resolved and how long did it take)

As updates to the Language Assistance Plan are needed, the updating process may include public review and comment since it will be part of HCDD's overall planning process. HCDD may also utilize surveys during the Action Plan planning process to query residents about their LEP needs.

Appendix

Appendix 1: City's Administrative Procedure for handling LEP individuals



INTERPRETATION POLICY AND PROCEDURE FOR HANDLING LEP INDIVIDUALS

POLICY:

It is essential to have procedures in place for provision of services to individuals with Limited English Proficiency (LEP) as stipulated in the Mayor's Executive Order 1-17.

The City of Houston will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs, and other benefits. The policy of the City of Houston is to ensure meaningful communication between City staff and LEP persons.

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served. Constituents and visitors will be informed that these services are available free of charge.

Language assistance will be provided through the use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All City employees will be provided notice of this policy and its procedures. Employees working with the public or having direct contact with LEP individuals, will be trained on efficient communication techniques, the effective use of an interpreter, and on how to properly handle LEP individuals.

Department employees who work with the public will be trained on how to properly handle LEP individuals.

Executive Order 1-17 requires City Departments to implement department or agency-specific language access plans. Services, programs and activities, resources, and operations may vary significantly among departments. In certain instances, for a department to ensure that LEP individuals continually receive the highest level of services, a department specific policies and procedures may need to be adopted that meets the specific needs of a department. Any policy or procedure developed by the department may not conflict with this policy.

Departments will conduct regular reviews of the language access needs of their constituents, and update as well as monitor the implementation of this policy and these procedures, as necessary.

PROCEDURE:

The following procedure should be used by City employees to handle LEP individuals whether in person or by telephone. Keep in mind that these procedures may not be realistic for every situation, so employees are encouraged to use their best judgment to comply with Executive Order 1-17.

IDENTIFYING LEP INDIVIDUALS AND THEIR LANGUAGE:

- City employees will promptly identify the language and communication needs of the LEP individual.
- If necessary, employees will use a language identification card, "ISpeak cards," (available online at www.lep.gov), or posters to determine the language.

OBTAINING A QUALIFIED INTERPRETER:

Department In-house Staff Interpreters

- City employees will first use their in-house staff to interpret if available.
- Departments will maintain a list of bilingual employees that has their name, the language(s) they speak, and their phone number.
- Departments will make the list easily accessible to all of their employees.

LEP Using friend/family to Interpret

- Some LEP individuals may prefer to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as translators unless specifically requested by that individual and only after the LEP person has a clear understanding that the City's offer to provide an interpreter is free and at no charge to them
- If the LEP individual chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflicts of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, the City department will provide competent translation services for the LEP individual.

Language Line Interpretation

- When a bilingual employee is not available, employees may use the Language Line through the 3-1-1 help service line. For the purpose of obtaining a telephonic language translator through 3-1-1, the following procedures have been established:
 - Staff members should assess the language needs of the LEP individual

if possible.

- If the LEP person is in the private office of an employee, staff should consider using the speaker phone option, or if the LEP person is on the phone, employees can use the three-way dial option.
- Employees who work in public areas should not use the speaker phone option.
- Dial 3-1-1 or 713.837.0311.
- The employee should inform the 3-1-1 operator of who they are, identify their department, and inform him/her of the need for a language translator. The operator should be informed of the specific language the LEP individual needs translation assistance with. If the specific language is not known, the employee is to inform the operator that they do not recognize the language and that they need assistance. Employees are to wait on the line until an interpreter becomes available.
- Once a Language Line interpreter has been connected, the employee is to explain the nature of the call, describe the situation, and what needs to be accomplished in advance of the translation process beginning.
- The employee is to use simple words and avoid jargons.
- Before ending the call with the interpreter, the employee should request that the translator ask the LEP individual whether or not they are satisfied with the information they received and if they have any questions. If responses are needed to any additional questions, the employee will respond accordingly.
- When finished, the employee should say "End Call" to complete the translation service.
- End the call.

Appendix 2: HCDD Essential Public Information



Housing and Community Development Department
Neal Rackleff, Director



The City of Houston's Housing and Community Development Department (HCDD) provides the leadership and financing to make affordable housing and neighborhood revitalization happen in Houston. From investing in neighborhood parks, multifamily communities and economic development to providing homebuyer assistance and funds to serve the homeless, elderly and disabled – HCDD works to improve the quality of life for Houston's neighborhood and families.

HCDD's funding priorities are divided among four major product categories:

- Affordable Housing (Multifamily and Single Family)
- Supportive Services (Homeless, Elderly, and Special Needs Populations)
- Infrastructure/Neighborhood Services (Facilities, Code Enforcement, and Lead Abatement)
- Economic Development

HCDD primarily administers federal grants funded through the United States Department of Housing and Urban Development (HUD). In addition to federal funds, HCDD also invests a limited amount of local funds (e.g. TIRZ affordable housing set-aside funds, Housing and Homeless Bond Funds, etc.) in community development and affordable housing activities. HCDD expends approximately \$50 million annually.

The **Homebuyer Assistance Program** provides downpayment and closing cost assistance to qualified homebuyers purchasing new or existing homes. The homebuyer must qualify for a mortgage through a program approved lender.

Housing Call Center – 713.522.(HOME)4663

The **Fair Housing Office** assists residents who believe they have experienced discrimination in the rental of an apartment or the purchase of a home based on race, color, religion, national origin, sex, family status, or disability. This office may also answer general questions about tenant's rights.

Tenant/Landlord Hotline 713.868.8461

HCDD sponsors a variety of **Economic Development** activities from small business lending to business assistance programs to encourage job creation and retention.

Economic Development – 713.865.4196

The **Single Family Home Repair Program** assists low- and moderate-income homeowners with needed repairs that threaten health, life, and safety of homeowners.

Housing Call Center – 713.522.(HOME)4663

The **Public Services Division** provides funding to a variety of eligible non-profit organizations that deliver housing and supportive services to the homeless, elderly, youth, disabled and other special needs populations. Agencies are selected through a request for proposal process on an annual or biennial basis.

The **Multifamily/Commercial Division** manages new construction and rehabilitation of multifamily housing projects. These properties are privately owned but are required to set aside a certain number of units with affordable rates for lower-income persons and families. Projects are selected through an open request for proposal process.

The **Municipal and Private/Public Facilities Division** manages funds for the development and/or renovation of government and privately-owned public facilities serving low-income and special needs populations. Facilities are selected through an open request for proposal process.

HCDD Divisions supporting housing and community development activities include: **Compliance and Monitoring, Planning and Grants Management, Finance, and Administration and Procurement.**



601 Sawyer Street, 4th Floor
 Houston, TX 77007
 713.868.8300 Phone
 713.864.2734 TTY/TDD

hcdd@houstontx.gov
 www.houstonhousing.org



@HoustonHCDD

Appendix # 8: Public Hearing Notices

2014 Draft Annual Action Plan

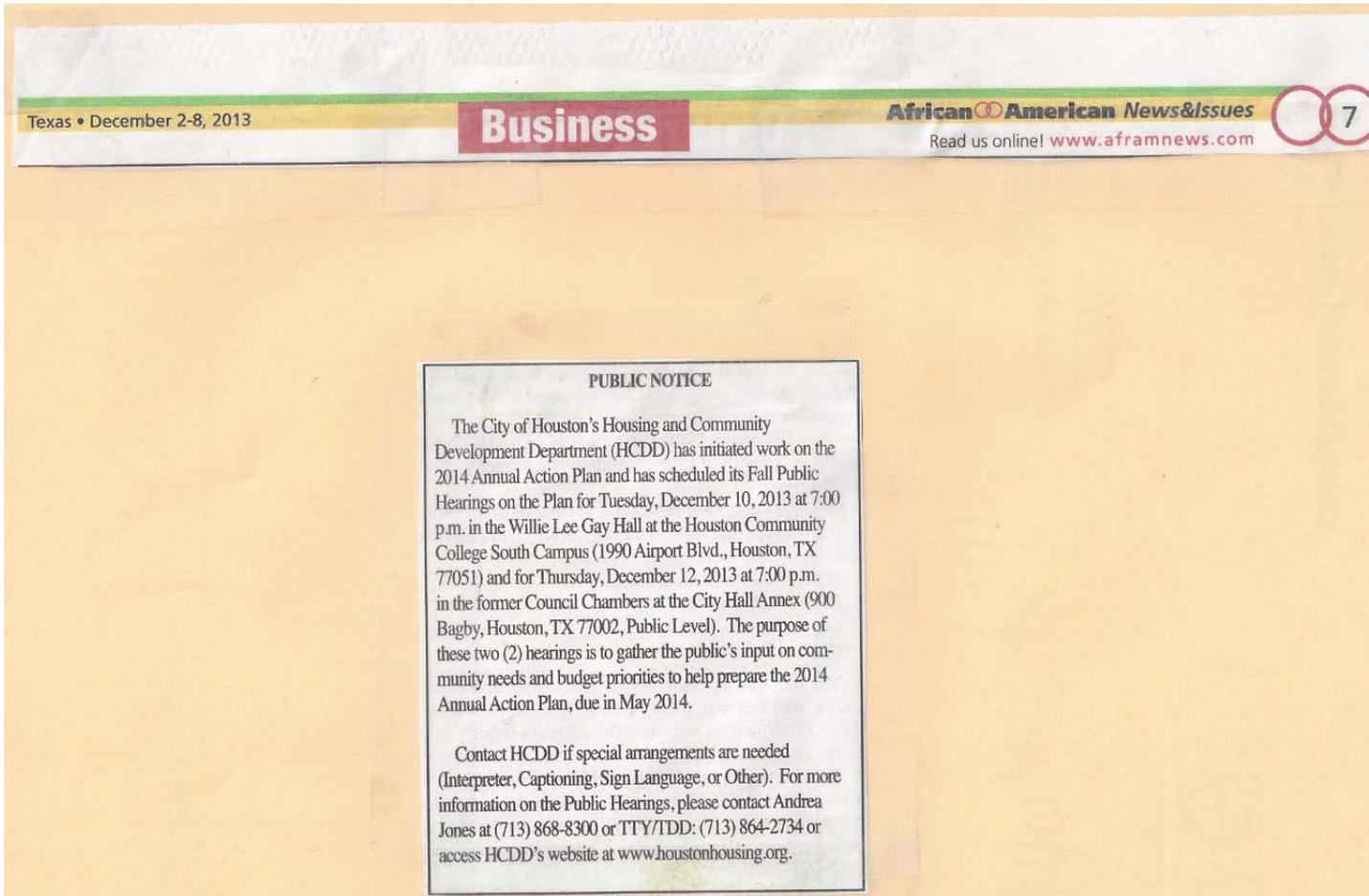
B2 | Monday, November 25, 2013 | Houston Chronicle | HoustonChronicle.com and chron.com ***

CITY & STATE

PUBLIC NOTICE

The City of Houston's Housing and Community Development Department (HCDD) has initiated work on the 2014 Annual Action Plan and has scheduled its Fall Public Hearings on the Plan for Tuesday, December 10, 2013 at 7:00 p.m. in the Willie Lee Gay Hall at the Houston Community College South Campus located at 1990 Airport Blvd., Houston, TX 77051 and for Thursday, December 12, 2013 at 7:00 p.m. in the former Council Chambers at the City Hall Annex located at 900 Bagby, Houston, TX 77002, Public Level. The purpose of these two (2) hearings is to gather the public's input on community needs and budget priorities to help prepare the 2014 Annual Action Plan, due in May 2014.

Contact HCDD if special arrangements are needed (Interpreter, Captioning, Sign Language, or Other). For more information on the Public Hearings, please contact Andrea Jones at (713) 868-8300 or TTY/TDD: (713) 864-2734 or access HCDD's website at www.houstonhousing.org.



2014 Draft Annual Action Plan

 <p>今日香港 Daily News</p>	<p>美南新聞日報</p> <p>星期日 2013年12月8日 Sunday, December 8, 2013</p>	<p>B9</p>
--	--	------------------

PUBLIC NOTICE

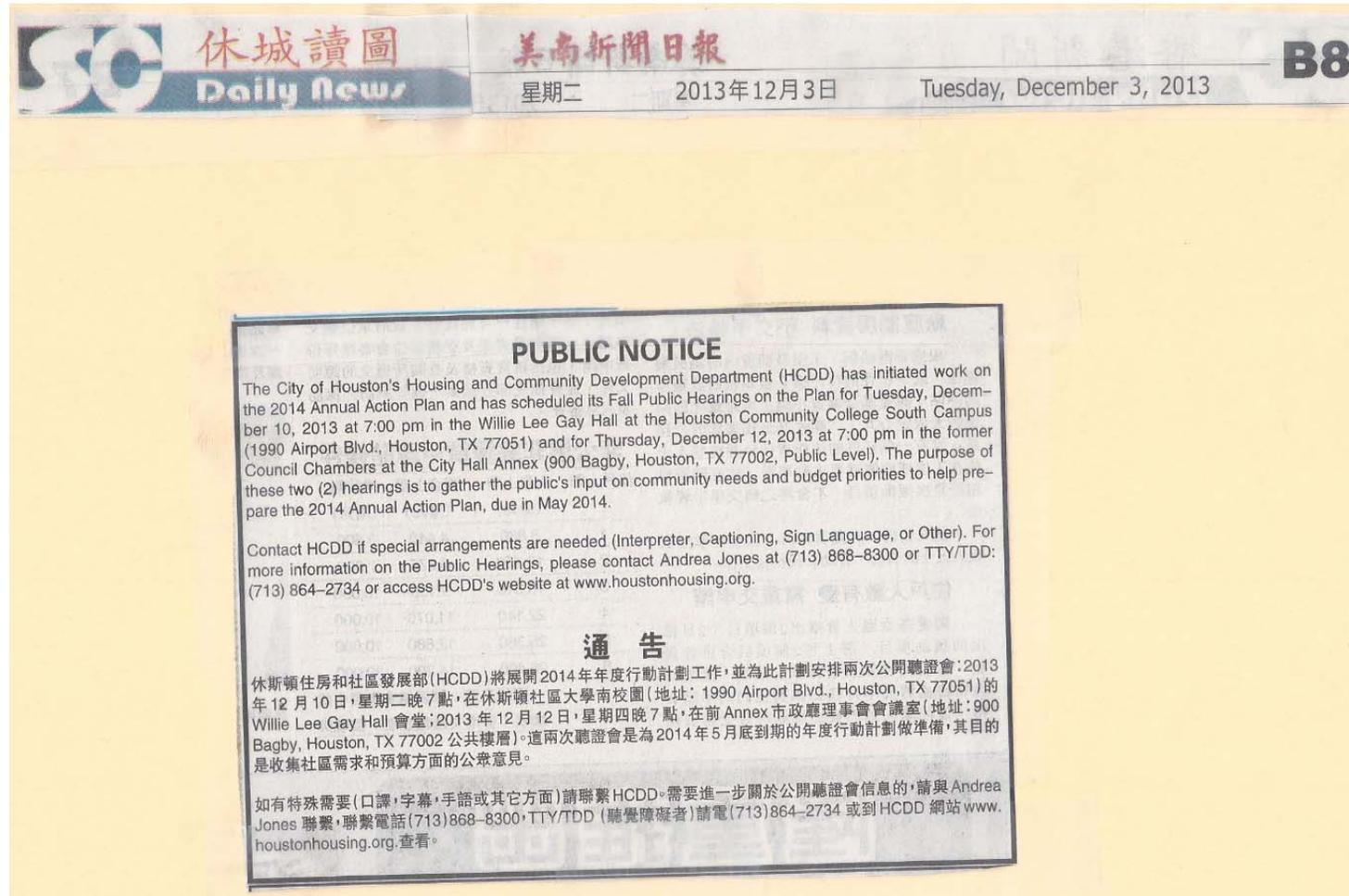
The City of Houston's Housing and Community Development Department (HCDD) has initiated work on the 2014 Annual Action Plan and has scheduled its Fall Public Hearings on the Plan for Tuesday, December 10, 2013 at 7:00 pm in the Willie Lee Gay Hall at the Houston Community College South Campus (1990 Airport Blvd., Houston, TX 77051) and for Thursday, December 12, 2013 at 7:00 pm in the former Council Chambers at the City Hall Annex (900 Bagby, Houston, TX 77002, Public Level). The purpose of these two (2) hearings is to gather the public's input on community needs and budget priorities to help prepare the 2014 Annual Action Plan, due in May 2014.

Contact HCDD if special arrangements are needed (Interpreter, Captioning, Sign Language, or Other). For more information on the Public Hearings, please contact Andrea Jones at (713) 868-8300 or TTY/TDD: (713) 864-2734 or access HCDD's website at www.houstonhousing.org.

通告

休斯頓住房和社區發展部(HCDD)將展開2014年年度行動計劃工作,並為此計劃安排兩次公開聽證會:2013年12月10日,星期二晚7點,在休斯頓社區大學南校園(地址:1990 Airport Blvd., Houston, TX 77051)的Willie Lee Gay Hall會堂;2013年12月12日,星期四晚7點,在前Annex市政廳理事會會議室(地址:900 Bagby, Houston, TX 77002公共樓層)。這兩次聽證會是為2014年5月底到期的年度行動計劃做準備,其目的是收集社區需求和預算方面的公眾意見。

如有特殊需要(口譯,字幕,手語或其它方面)請聯繫HCDD。需要進一步關於公開聽證會信息的,請與Andrea Jones聯繫,聯繫電話(713)868-8300,TTY/TDD(聽覺障礙者)請電(713)864-2734或到HCDD網站www.houstonhousing.org查看。





Appendix # 9: Public Comment Summary



2014 Draft Annual Action Plan

A summary of public comments will be available after the public comment period is completed and the 2014 Annual Action Plan is submitted to HUD.



Appendix # 10: Written Comments and Responses

2014 Draft Annual Action Plan

Written comments and responses will be available after the public comment period is completed and the 2014 Annual Action Plan is submitted to HUD.



CITY OF HOUSTON, HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
601 SAWYER, SUITE 400, HOUSTON, TX 77007

713.868.8300 WWW.HOUSTONHOUSING.ORG

